



# **The Young Friends Handbook**

*"Dearly beloved Friends, these things we do not lay upon you as a rule or form to walk by, but that all, with the measure of light that is pure and holy may be guided; and so in the light walking and abiding, these things may be fulfilled in the spirit, not from the letter, for the letter killeth, but the spirit giveth life."*  
The [Quaker] Elders at Balby 1665

This Handbook is dedicated to all of the beautiful people who are part of the loving community of Young Friends.

This handbook explains Young Friends' principles and procedures for those seeking guidance. This book is for all members of the Young Friends community and all those interested in knowing more about Young Friends.

## **Revision History**

Revised on the third month, 2002

2<sup>nd</sup> revision 1<sup>st</sup> month, 2003

3<sup>rd</sup> revision 8<sup>th</sup> month, 2003

Approved 11<sup>th</sup> month, 2003

Revised on the 11<sup>nd</sup> month, 2004

Approved 2<sup>nd</sup> month 2005

Revisions ongoing – currently approved 9<sup>th</sup> month 2008

Approved 2<sup>nd</sup> month 2009

Approved 8<sup>th</sup> month 2010

Approved 8<sup>th</sup> month 2011

Approved 2<sup>nd</sup> month 2013

Approved 2<sup>nd</sup> month 2023

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## **Who Young Friends Are**

Young Friends is a community sponsored by Baltimore Yearly Meeting of the Religious Society of Friends, consisting primarily of high school age members. The Young Friends program seeks to build a community, which nurtures the personal and spiritual growth of all youth and adult participants. Young Friends also provides opportunities to take an active part in the affairs and concerns of the Religious Society of Friends. Young Friends promote individuality as well as the unity of being in community. Decisions are made according to the Quaker process, seeking unity among those gathered. With the exception of certain legal and bureaucratic matters, youth are responsible for all aspects of the Young Friends community. The basis of our community and our system of governance is predicated upon acceptance. Our Quaker community expands beyond the borders of our Meetings. High school age youth who are not affiliated with a monthly meeting are welcomed to attend all Young Friends' conferences. All new attendees of conferences will be thoroughly welcomed into the community with open arms.

## **Gathering Expectations for Young Friends**

*The Gathering Expectations are the main code of behavior for Young Friends.*

Young Friends welcomes all high school aged attendees who wish to enjoy the fellowship of the Young Friends community. The Young Friends program seeks to build a community built on care, trust, and love while seeking to foster personal and spiritual growth of all youth and adult participants. Because of this, alcoholic beverages, the abuse of substances, illegal drugs, sex, and wielding weapons with the intent to harm oneself or others are strictly prohibited at Young Friends conferences. Young Friends considers any behavior that makes members of the community uncomfortable to be inappropriate, and consent should be mutual, clear, and enthusiastic. Persons who fail to meet Gathering Expectations will meet with the Nuts and Bolts Committee to discern the appropriate course of action. Anyone with further questions can contact a Nuts and Bolts committee member or consult the Young Friends Handbook. The Nuts and Bolts committee is here for the community and wants to answer any questions or concerns.

## **Gathering Expectations for Online Conferences**

It should be assumed that all things visible in a Friend's video frame are parts of the con environment, and should follow the above norms. In terms of the "come once leave once" policy, it is generally understood that this does not apply during online cons, but Friends are encouraged to remain engaged when

they are in the zoom. In the instance of violation of our online expectations, a direct message will be sent to the friend in violation by an NBC member, and if the actions do not cease they will be removed from the zoom. It is generally understood that Friends are not to share the link with Friends who have not registered.

At every con on the first night between Agenda Setting meeting and meeting for worship with a concern for business we invite the new Young Friends to sit down with the Phriends-at-large (for clarification see job description) and learn about how our community works. During we will discuss

- Names and pronouns (and why they are important)
- Enthusiastic Consent
- Self Care
- Self Governance and Meeting for Business
- Doughnuts vs. croissants
- We share our policies on drugs, alcohol, smoking, and wielding weapons

## **Statement on Community Care**

Young Friends value our self-governance, because the sustainable well-being of the community relies upon the contributions of each individual. The self-governance of Young Friends extends to the kitchen. All meals are cooked, and their aftermath cleaned, by Young Friends. The spirit of self-governance also extends to workshops, business meeting, socializing, cleanup, sleep culture, worship, FAM-YF relations, con/food planning, and all other aspects of Young Friends).

Please consider the following queries:

- How would people I respect feel about my actions?
- How are my actions contributing to the Young Friends community?

## **Statement on Consent**

General consent: Consent is mutual, clear, and enthusiastic permission or agreement for something to happen between people. No means no, and only yes means yes. Young Friends respect that there is no need for explanation when a Friend withholds consent. When a person is sleeping, they cannot give consent. There are a few different forms of consent:

- Physical contact – People need mutual consent when they touch each other.
- Bystander consent – Bystander consent includes concerns about physical intimacy and noise. As the community recognizes the validity of bystanders' consent, it is your right to inform members of the community

engaging in intimate or disruptive behavior through your means or via a Nuts-and-Bolts member that members of the community are uncomfortable and therefore the act should cease.

- Object/possession consent – It is imperative to respect the belongings of other friends. This means musical instruments, general possessions, and clothing. When objects obstruct necessary pathways and seating, it is acceptable to respectfully move people’s belongings to a more appropriate location.
- Information consent – Personal information belongs to its owner, and no one else. Information that one acquires in confidence still belongs to the person of interest. Friends may share their own personal information but please consider the impact of the information shared on the listener. In the case of FAMs, all of whom are mandatory reporters, be aware that FAMS are required to report either to parents/guardians or the authorities when they hear of a person harming themselves, harming others, or being harmed.
- Photo consent – The registration forms signed by all Young Friends states all photos taken at Cons can be reproduced and used for promotional material. Amongst Young Friends, consent is required for photographs to be taken and for said photos to be shared/posted. If a Young Friend asks for a photo that they are in to be taken down, the Friend who posted the picture should immediately take it down without question.

## **Statement on Dangerous Objects**

A dangerous object is any object that is being brandished as a weapon or is being used to threaten or bring harm to oneself/another. Guns are never permitted at Young Friends events. Knives, used as tools, are recognized as being common to Young Friends outdoor enthusiasts. If the presence of a specific knife makes any member of the community uncomfortable, the knife will be held by the DFAM or Youth Programs Manager until the end of the conference.

Young Friends recognize that visually obvious knives can often convey a negative and even frightening image. We expect everyone to use discretion in their choices about what to bring to conferences.

## **Statement on Illicit Substances**

Due to their detrimental effects on the community, alcoholic beverages, the abuse of substances, and illegal drugs are strictly prohibited at young friends' conferences. Because this community is founded on care, trust, and love, it is imperative that the fellowship of our community will not be threatened by use of illicit substances. If a young friend does bring alcohol or illegal drugs to a conference, there will be a place to turn them in without any questions asked on the first night of the conference. If a young friend is found with any illegal substances after the grace period, they will be asked to leave the



conference and meet with the nuts and bolts committee to discern a proper course of action for their future within the Young Friends community.

## **Statement on Sexual Activity**

First and foremost, sex at con is prohibited. Because this community is founded on caring, trust, and love, it is imperative that the fellowship of our community not be threatened by inappropriate sexual activities. Inappropriate sexual behavior is defined as: intimate contact with oneself or another community member done with a sexual intention. All touching of genitals is prohibited. As sexual activities are generally not community activities, they can prove to be exclusive and/or divisive. We as Young Friends must hold ourselves and each other accountable for our decisions and their repercussions, with the knowledge that poor decisions can jeopardize the reputation and livelihood of the Young Friends community. Aside from the obvious health risks, inappropriate sexual activity can also be harmful to the emotional well-being of our community and individuals. Mutual respect, communication of intentions, and consent are crucial in any intimate relation.

If a Young Friend chooses to engage in APPROPRIATELY intimate behavior, it is their own responsibility to ensure that it is done with respect for themselves, those around themselves, and the Young Friends community. As the community recognizes the validity of bystanders' consent, it is your right to inform members of the community engaging in intimate behavior through your means or via a Nuts and Bolts member, that members of the community are uncomfortable and therefore the act should cease. Leaving the gathering for the purpose of engaging in sexual behavior is harmful to the spirit of Young Friends, and is not allowed. The Young Friends community trusts and expects its members to make responsible decisions regarding sexual activity.

Please consider the following queries:

- Would anyone in this community feel uncomfortable with what I am doing?
- Would I be comfortable if a peer did this at con?
- Does this behavior break community?
- How will I feel about this in the morning? In two weeks?
- How would I feel if everyone in the community knew about this behavior?
- Is sexual activity one of my main reasons for attending this Conference?

## **Sleeping**

We are concerned for the health and safety of all in our community. Drivers in particular should ensure they get adequate sleep before getting behind the wheel of a vehicle as driving sleepy can be just as dangerous as driving drunk. We leave the responsibility of getting adequate sleep to each individual.

The bedtime along with sleeping and quiet area specifics will be determined at the general business meeting on Friday of the conference

according to the layout of the Meeting House at which the conference is held. When young friends support the sleeping of other young friends it helps to foster a safer environment for the community.

## **Quaker Process & Meeting For Worship with a Concern for Business (a.k.a. "Business Meeting")**

Young Friends are committed to self-governance. We use the Quaker Process, which is based on the sense of the meeting. The spiritual unity of our voices is what forms our decisions. This means that the voice of every individual has power and that Young Friends must find unity before approving a decision. Friends believe that the proper course of action in any matter emerges when those present are committed to group discernment. We conduct our business with inward reflection in order to discern not what we individually want, but what is the true sense of the entire community. Therefore, we seek a "sense of the meeting" rather than a decision of the majority.

To conduct our affairs, the Young Friends hold regular meetings for worship with a concern for business which are facilitated by members of the Nuts and Bolts Committee and led by the Clerk(s) of Young Friends. Before Business Meeting, there is an open doors Agenda Setting meeting, which is mandatory for Nuts and Bolts members, where the group prepares by setting the agenda and pinpointing important topics for clear presentation to the group.. The Clerk should have all pertinent information and minutes of previous meetings available to help facilitate the discussion. Meetings for Business are held in a spirit of worship, hence the full name as noted above. This does not mean that they should be overly solemn or devoid of humor.

When a matter is placed before the Meeting, all who wish to express their views should be heard. Friends should be mindful when speaking and recognize that their voice is best heard when concisely offered. Individual comments should be those of love and compassion in search of the truth—the best solution to the issue at hand, rather than an inflexible personal agenda. Discernment is not always easy; often one needs to set aside one's preconceptions, fears, and hopes on the issue in order to discern. If the Clerk feels that an individual's position is not in accordance with the sense of the meeting, the Clerk may request that the individual *stand aside*, thereby sacrificing their personal opinion to allow the decision to go forward. If an individual feels so adamantly about their opinion that they cannot allow a decision to pass, they may *stand in the way* of the decision. To *stand in the way* is to stop the decision from going forward to allow further discernment.

The Clerk should make sure that all points of view are clearly stated so that attendees can make informed decisions. All the time needed to consider the matter, including silences for prayerful reflection, should be given. When general unity emerges, the Clerk should state what appears to be the sense of the meeting. If the members approve, a minute expressing this sense of the meeting should be written by the Recording Clerk. The minutes will be posted online at [yf.bym-rsf.net](http://yf.bym-rsf.net). If reaching unity proves to be too difficult at that

business meeting, then the matter should be tabled to a later date (see following section).

Business meetings begin and end with silence to center us (“expectant waiting”), often called MOSh (Moment of Shh).

### **Quaker Process (in short)**

At Young Friends conferences decisions are made according to the Quaker process, seeking unity among those gathered. Business Meeting is a Meeting for Worship with a concern for business, meaning messages are shared out of the silence and given time to settle before the conversation continues. The goal of business meeting is to come to a consensus on the topic of discussion. Having respect for the Quaker Process includes limiting side conversations, sitting upright, and being engaged.

### **Anti-Racist Queries**

How could this decision affect those who have been harmed by racist behavior? To what degree have privilege, class, stereotypes, assumptions, and our ability to include other perspectives affected this decision?

Will this decision promote equity, diversity, and inclusiveness? Will it enable us to be more friendly and whole?

How will we provide opportunities for those most likely to be directly affected by our decision to influence that decision?

How does this decision support the declaration of our Yearly Meeting that we are an anti-racist faith community?

### **Policy on Abnormal Arrival and Departure**

In order to maintain a stable con community, Friends ask that attendees do their best to remain at the conference the entire weekend. Attendance of a Young Friends conference requires mental, spiritual, and physical presence. This is best achieved by being at the conference for its full duration. We find that not staying for a continuous time also poses a safety and legal risk. In understanding that many attendees have conflicts beyond their control, Young Friends require that in the event that a young friend is unable to remain at con for the entirety of a weekend, or must arrive late, they must let the YPM know BEFORE arriving at con and the departure time will be put on the check in form. When leaving and rejoining be sure to check in with a FAM. Reasons to leave can include sports, extracurriculars, school sponsored events, etc.

## **Young Friends Committees**

The standing committees of Young Friends should be appointed on a volunteer basis in the Young Friends' business meeting. The three necessary committees for Young Friends are Nominating Committee, Calendar Committee, and Handbook Committee. There are only two committees which exclusively meet at annual session, these include the Produce Department and Epistle. The only exception to the voluntary basis rule of committees is the Nuts and Bolts Committee; members of said committee are appointed by the Young Friends nominating committee. Any additional ad hoc or new committees may be formed as the community finds necessary.

## **Nominating Committee**

The Nominating Committee is responsible for nominating Young Friends to the Nuts and Bolts Committee. Nominating is a closed committee; only committee members should attend meetings. Members of Nominating Committee cannot serve on the Nuts and Bolts Committee the following year, so members should be high school seniors, those leaving NBC, or those who do not have interest in being on NBC the following year.

Ideally, the Nominating Committee is created at the September Conference and meets throughout the year. While their primary function is to nominate a new Nuts and Bolts Committee in April, they also are responsible for finding qualified, interested Young Friends to fulfill any positions that are vacated during the year and to fill new positions that are created during the year.

Nominating Committee should meet before the November Conference to discuss the positions to be filled and to consider individual Young Friends' gifts and talents. The Nominating Committee meets to create a first slate of nominations. For each position, Nominating Committee discusses the duties and responsibilities with the nominee(s). With the nominee's enthusiastic consent, the process may proceed.

The Nominating Committee must read their first draft of nominations by April business meeting. Following the first reading, regardless of objections to the first list, at Grad Con in May/June the list must be read through on two consecutive nights with no objections. Between each reading, members of the community may bring confidential feedback to members of the Nominating Committee regarding the nominations. The Nominating Committee will meet before each reading to address the feedback and make modifications accordingly. After two consecutive readings of an identical slate, the nominations are officially approved and no more readings are required.

## **Other Conference Committees**

**Calendar Committee** sets dates (and backup dates) and selects Meeting Houses (and backup Meeting Houses) for conferences during the upcoming year. The committee should avoid SAT, AP, and ACT testing dates whenever possible.

The plans for September and November conferences should be presented to the YF community during business meetings at annual sessions for approval ((tabled)). The dates and sites for the remaining conferences are approved at later conferences ((also tabled)). After approval, plans are then provided to YPC, the Webmaster, and the BYM office.

**Handbook Revision Committee** As the handbook is a living document every three years it is brought under revision to ensure it still accurately represents our community. At its best the committee is a diverse representation of the Young Friends community. Handbook committee reviews the YF Handbook and checks for pertinence and accuracy in relationship to the current YF community. This committee makes revisions if necessary and brings those revisions to a YF business meeting for approval.

## **Annual Sessions Committees**

**The Epistle Committee** composes a letter to the wider circle of Friends on the spiritual state of Young Friends. Basically it is a summary of what Young Friends have done in the past year. The Epistle Committee should be appointed at the first business meeting of annual session so it can meet during the week of Yearly Meeting. It is open to all Young Friends. After approval by the YF business meeting the epistle is read at the last BYM Business Meeting of annual sessions, published in the BYM yearbook, and on the Young Friends' website.

**Produce Department Committee** is formed at the start of BYM to prepare for Produce events. It consists of YFs who plan queries and activities for the Produce Department (see pg. 13 for a description of Produce Department) along with providing leadership for Produce Department groups. **Year-round**

## **Nuts and Bolts Committee**

The Nuts and Bolts Committee (NBC) is a group of Young Friends which is composed of the Clerk(s), Assistant Clerk(s), Recording Clerk(s), ), BYM Planners, Friends at Large, Treasurer, ) Assistant Treasurer (Ass-trees, Youth Programs Committee Representatives, Scholarship Coordinator, Web-manger , Assistant web-manager, and Floater(s) (A person who substitutes for absent members, generally a previous member who has not been nominated for another position). Young Friends are nominated at the April conference and approved at the May/June conference. It is recommended that the Nominating Committee form in September. Additionally, FAMs (Friendly Adult –M; Mentor), and the Youth Programs Manager, are ex officio members. (At each conference the food planners and conference planners are asked to attend NBC meetings unless confidential issues are being discussed.)

## **Responsibilities of the Nuts and Bolts Committee**

- Nurture the welfare and spiritual state of the group.

- Attend conferences and NBC meetings as often as possible.
- Assist the Clerk with conducting the business of the group.
- Assist the Clerk and conference planners (when needed) with the following: reserving sites for future conferences, checking the progress of the conference planning, and arranging for FAMs.
- Nurture the spirit of the community by being a role model and by bringing all attendees into the community.
- Meet with any attendee who exhibits inappropriate behavior at a conference or any Young Friend's function. The committee will need to decide if the Young Friend must be sent home. If this happens the person must meet with the Nuts and Bolt Committee to search for clarity before consideration to return to conferences.
- Motivate Young Friends to get to activities/workshops on time at conferences and BYM.
- Motivate a community effort for Sunday morning clean up.
- Orient new NBC Members at the "Steering Wheel" NBC conference prior to annual session.
- Evaluate FAMs at the "Steering Wheel" conference.

## **Nuts and Bolts Committee Descriptions**

### **Co-Clerk**

The Clerk guides all the Young Friends'(YF) Business and functions as a liaison between YFs and the greater Yearly Meeting. They prepare the agenda for YFs Nuts and Bolts Committee meetings, and YF's Meeting for Business with the help of the Nuts and Bolts Committee. The Clerk also works with the Annual Session Planning Committee throughout the year.

### **Assistant Clerk(s)**

An Assistant Clerk guides business meetings in the Clerk's absence, and provides ongoing organizational and emotional support to the Clerk. The Clerk and Assistant Clerk are encouraged to work closely together in all business matters. An Assistant Clerk is responsible for writing a thank you note to the host Monthly Meeting and making sure it is read to the meeting at the close of Sunday morning worship. These thank you letters are then given to the Youth Program Manager. The Assistant Clerk also collaborates with the calendar committee to keep notes on Meetinghouse accommodations.

### **Recording Clerks**

The Recording Clerk documents the minutes of all business meetings and Nuts and Bolts Committee meetings and saves the minutes in the respective google folders. The minutes of the Nuts and Bolts Committee meetings should not be published, and everyone receiving Nuts and Bolts Committee Meeting minutes should treat these as confidential correspondences.

## **Treasurer**

The Treasurer is responsible for maintaining all financial affairs of the YFs. They manage registration fees and assist the Youth Programs Manager to ensure that all medical forms are properly completed. If the medical form of a YF who is under 18 is not complete, their parent(s)/guardian(s) need to be called to obtain the necessary information. It is recommended that the Treasurer arranges to be at the conference early to set up a registration table in a convenient location. The table should be open until the Friday evening business meeting begins. Prior to Saturday's business meeting, the Treasurer and Assistant Treasurer should record all finances from registration fees and purchases in the treasury report to read aloud at the business meeting.

## **Assist**

The Assistant Treasurer(s) should act as Treasurer in the absence of the Treasurer.

## **Web manager**

The Web manager is charged with providing the necessary maintenance for the YFs website and should have the technical skills required to fulfill the position. The website should include all information about upcoming events along with YF general information; registration and Medical Forms available to print and the minutes from Business Meeting. The website should be updated frequently and should be easy to navigate. The Web manager is also in charge of the BYFN and making announcements about the BYFN Box at con.

## **Social Media Coordinator**

The social media coordinator handles all YF social media pages (Instagram and any others that get added). They are responsible for posting to raise awareness of YF events before each event and gathering all photos and videos of cons. If the social media coordinator wishes to post pictures of YFs, all YFs in the photo(s) must give consent before the social media coordinator posts the images.

## **Youth Programs Committee Representative**

This position is held by two or three YFs. Their duties consist of representing YF at the Youth Program Committee (YPC) meetings. They should report back to Young Friends regarding any decisions made by the YPC and bring to YPC any issues, concerns, and business items from the YFs.

## **Phriends-at-Large (PALs)**

The Phriends-at-Large are asked to represent the YFs' common voice within the Nuts and Bolts Committee and should add life and merriment to the conference community. The Phriends-at-Large are responsible for welcoming all newcomers and guests, bringing together the community and facilitating on Friday night (usually before business meeting).

## **Floater**

Floater have not been nominated for a specific role, but have previously been on NBC. They do not have a specific role, however, due to their previous experience on NBC, they can fill leadership roles when they see a void, uphold tradition within the YFs, and add life and humor to the community.

## **Registration and Fees**

It is encouraged that all Young Friends pre-register with the Yearly Meeting office two weeks prior to the conference. As an incentive, the price of registration increases by fifteen dollars after the pre-registration period. All Young Friends must turn in conference registration forms, pay the conference fees (or request scholarship from the Youth Programs Manager) and, once a year, turn in a medical form. These forms are crucial. Conference Planners, Food Planners, and one child of each FAM may come for half price but are encouraged to donate the additional fee if they can. Neither the DFAM nor the FAMs pay to attend the conference.

## **Conference Fees**

As a program we are committed to making sure everyone who wants to join us can. We do not turn people away due to finances. Our registration form allows you to choose your level of need for yourself. If you have questions about this financial aid system email the Youth Programs Manager. If you are able to support YFs beyond the suggested registration fee, you can include a donation on your registration or donate through BYMs donation page here.

## **External Quaker Endeavors**

Funds may be available from the Young Friends' budget for other Quaker endeavors or travel needs to and from conferences. The Young Friend in need should first ask their monthly meeting before contacting the Youth Program's manager.

## **Yearly Meeting (Annual Session)**

Baltimore Yearly Meeting is comprised of Monthly Meetings from Pennsylvania, Maryland, Virginia, West Virginia, and the District of Columbia. The Young Friends Business Meeting is a part of Baltimore Yearly Meeting, which meets as a whole for about a week during the summer each year. Annual Session is held at a site, usually a college campus, chosen by BYM's Program Committee. For Young Friends, Annual Session expands on the format of a weekend conference. Young Friends occupy their own dorm and lounge areas.



The goals of this annual gathering are to conduct business, share fellowship, attend workshops, and renew ourselves spiritually.

Traditionally there are several events that occur during the week. An Epistle Committee is formed to write the Young Friends' epistle, which is a description of the state of the community during the previous year. In addition, there are two major Young Friends-sponsored activities that also take place at the session. Coffee House is a talent show emceed by a couple YFs that features performances by people of all ages. (See pg. \_\_\_\_## for a description of the Coffee House Committee.) Produce Department (so named because the produce section is the most diverse and eclectic aisle in a grocery store - a reflection of the diversity of the BYM community) is an intergenerational fellowship activity that takes place several evenings between 9:00 and 10:00. It consists of small inter-generational groups that meet to discuss queries, play games, and get to know one another. Produce Department leaders meet as soon as possible to discuss possible activities. (See pg. 10 for a description of Produce Committee.)

Nuts and Bolts Committee and YF Business Meeting gather each night to discuss business and organize events and workshops. Typically, there are two workshop sessions throughout Annual Session. YFs are invited to attend the Carey lecture on Friday night. YFs are also encouraged to attend the adult business sessions, plenary, the all-ages celebration, and workshops.

## **All About FAMs**

A Friendly Adult Presence (FAM) is any adult aged 21 or older who a Young Friend feels would be compatible with the group and has been both screened by the Yearly Meeting office and completed the required training. Adults over 17 but under 21 are considered FAMs In Training (FITs) and generally only attend Jyf cons. They may participate as a FAM with the approval of the Designated FAM. FAMs should be willing to spend time and energy with high school-aged youth for an entire weekend. FAMs are encouraged to join Young Friends in activities as they wish. Some FAMs should be available to take food planners to a grocery store on Saturday afternoon, if necessary. FAMs concerned with behavior of Young Friends should feel free to discuss such concerns with any member of the Nuts and Bolts Committee with whom they feel comfortable. If necessary, a Nuts and Bolts Committee meeting will be called. FAMs are not expected to make meals or be responsible for cleanup; however, their participation is encouraged. FAMs should remember that they are here to have fun. Their presence is important and necessary, particularly in the case of an emergency, but they should keep in mind that Young Friends is a self-governing body in which they are participants and not authority figures.

## **Message to FAMs**

Having your diversity in character and age is important to Young Friends. It is helpful for young people to have relationships with adults other than their parents with whom to share experiences, thoughts, and concerns. Young

Friends value your contributions to the community as an individual and as an elder. While at the conference, please join in some activities. Also, please look over information about the Gathering Expectations and the Nuts and Bolts Committee in the Young Friends Handbook online. As a FAM, you are *not* expected to: clean up, be authority figures, keep tabs on the group, or cook meals.

Consider setting boundaries at the conference to help maintain trust between yourself, Young Friends, and BYM. Many young people have times when they need the support and friendship of adults. Please feel free to interact with Young Friends as way opens, but draw a line where a Young Friend, you, or the community feels uncomfortable.

Young Friends try to adhere to positive standards of behavior which strengthen and preserve our community. There will be a Designated FAM (DFAM) at each conference who assumes more legal and medical responsibility and is a liaison to BYM.

If you have questions, do not hesitate to call the Young Friends Clerk, or any member of the Nuts and Bolts Committee or the Youth Programs Manager.

## **How to Find FAMs**

Any Young Friend is encouraged to approach any adult in their community who is comfortable with the Quaker process and who the Young Friend thinks would add to their community. This person, as well as any adults interested in being a FAM, should contact the BYM office or a Youth Programs Committee (YPC) Clerk. A background check will be done and the FAM will need to attend a YPC training session. The Youth Programs Manager will ensure a Young Friends Handbook is sent to them.

## **The Designated FAM**

The Designated Friendly Adult Presence (DFAM) must be a member of the Youth Programs Committee (YPC). The DFAM serves as a liaison between Young Friends and the Yearly Meeting at a conference.

### **Responsibilities of the Designated FAM**

- Know where the registration forms, food planner permission forms, money, and first aid kit are kept.
- Arrange for an adult to wait at the conference site until the last Young Friend is picked up on Sunday afternoon.
- Submit a written report about the conference that includes information about any injuries, unusual circumstances, joys, and concerns. The DFAM may ask other FAMs to contribute.
- The Young Friends Clerk and the DFAM should work after the gathering with youth and FAMs to resolve any remaining disciplinary concerns.
- The DFAM is asked to attend as many Business Meetings as possible.
- In the event that the Nuts and Bolts Committee fails to act, the DFAM should take action being mindful of the efforts of teens.

- For more information, on the relationship between Young Friends and Baltimore Yearly Meeting, see the Group Responsibilities.

## **Youth Programs Manager**

The Youth Programs Manager is an employee of Baltimore Yearly Meeting and works as a liaison between YFs, YPC, and the greater BYM community. In addition to providing support to the Nuts and Bolts Committee, this person also plans JYF cons, and is an ex-officio member of the Program Committee and the Youth Programs Committee. Oversight for the Youth Programs Manager is provided by the General Secretary with input from the Youth Programs Committee.

**If the Youth Programs Manager position is not filled, tasks assigned will be handled by the DFAM, a BYM staff member, or a member of YPC. Contact the YF Sub-Committee or YPC Clerk for additional information.**

## **Responsibilities of the Youth Programs Manager**

- Maintain contact with YF Clerks regarding conference planning, business, and other matters of relevance to YFs.
- Provide FAM contact information and other FAM scheduling assistance, as requested by the YF Conference Planners or Clerk.
- Organize the registrations for conferences. See that this information, including the medical forms, reaches the conference and that a FAM well versed in Young Friends' procedure is present to assist with registration at the conference. Make sure that extra medical forms go to the conference and that those who register have completed medical forms. See that a list of registration guidelines goes with the registration materials to the conference. Ensure that the med kit is taken to a conference.
- Keep the Young Friends informed of critical business in the greater Yearly Meeting.
- Act as a source of information for Conference Planners. Make sure that the planning is occurring, but don't do the planning
- Attend Nuts and Bolts Committee and Business Meetings.
- Communicate the policies and procedures of the YF community to parents and the wider Yearly Meeting.
- Bring concerns about Young Friends to Nuts and Bolts Committee in a timely manner.
- Attend Program Committee Meetings throughout the year; attend all YPC meetings; work closely with the clerk(s) of YPC and YM planners.
- Work with the conference planners to plan the bus trip or work camp conference each year.
- Work with Young Friends Clerk and Treasurer to ensure that damaged property is repaired or replaced as necessary.

## General Secretary

The General Secretary oversees the day-to-day operations of the Yearly Meeting. For more information, see the Baltimore Yearly Meeting's *Manual of Procedure* printed in the BYM Yearbook.

## Young Friends Budget

Young Friends' budget is part of YPC's budget. The YF Treasurer works with YPC to develop a conference budget that is funded by conference fees. The budget includes revenue (moolah coming in) and expenses (moolah going out). Revenue comes from YF conference fees, fundraisers, and money designated by the Yearly Meeting Youth Programs Committee. Expenses include food, workshop leaders, paying the meeting, providing scholarships for conferences and training, and the cost of the annual bus trip or work service.

## Amendments

Any Young Friend or conference attender may ask for an amendment to the Young Friends Handbook. Each Young Friends' generation should bring their spirit to these words. Amendments to this handbook shall be presented to a duly-called business meeting for a first reading, and any significant amendment should be laid over to a subsequent meeting for discussion.

## APPENDIX I

### How to Be a Food Planner

This is what you need to do to plan meals for a conference successfully:

- Plan all meals and snacks from Friday night until Sunday morning.
- Contact the Youth Programs Manager before the conference to find out the approximate number of people and any dietary needs.
- Announce and post menus for cooking crews on the website?.
- Supervise the putting away of food after it is unpacked; keeping track of what belongs to the host meeting and putting aside and label any food that is to be used for specific menu needs.
- During the Friday night Business Meeting: make sure czars are chosen for each meal and clean up and inquire about dietary needs (i.e. number of vegans and allergies).
- **SAVE** all receipts for **ALL** purchases made. Give receipts to the YF Treasurer to receive repayment if a BYM credit card was not used.

Here are a few other things to consider. Food we always buy: coffee, milk, bread, peanut butter, jelly, hot chocolate, apples, oranges, juice, tea, bagels, cream cheese, salad, snacks and sodas. If you spend all of the original check, more funds are available at the conference from the Treasurer. It is important to keep in mind that some friends may be vegetarians or vegans, and that many friends are concerned with the health value of their food. In addition, try to vary menus between conferences.

Part of being a food planner may be leaving the gathering. When you go shopping, keep in mind how your absence could affect the community. It is recommended that you do as much shopping as possible before the conference starts, and that any additional trips are kept to a minimum.

Food planning is a very difficult job and it is recommended that one of the two food planners for a conference be someone that has done food planning before. In addition, if you need help, don't hesitate to call any member of the Nuts and Bolts Committee or the Youth Programs Manager. Food Planners are not asked to pay, but you may make a donation to Young Friends if you wish. Food Planners are also asked to attend the Nuts and Bolts Committee meetings.

## **APPENDIX II**

### **How to Be a Conference Planner**

This is what you need to do to successfully plan a conference:

- Arrange a workshop leader at least one month before the conference. Report to Nuts and Bolts Committee at the conference before about any plans that have been made or concerns.
- Contact the FAMs for the conference.
- Have a basic agenda by conference time. Consider time for NBC before each Business Meeting, meal preparation times, and optional activities to build a sense of community during free time.
- Contact the Monthly Meeting Clerk, Property Clerk, or appropriate person to ensure that the building will be opened at the designated time on Friday.
- Arrive at the conference early to meet the host Meeting's representative. Ask if there are any specifics about the Meeting that should be conveyed to Young Friends.
- Get hospital directions to give to the DFAM.
- At least four (4) FAMs should be scheduled for every conference. Two of the FAMs, one male and one female, should be at least 25 years of age. FAMs In Training (FITs) are 21 to 24 years old. FITs may participate in high school age gatherings at the discretion of the Designated FAM (DFAM). *If the number of Young Friends exceeds 40, one additional FAM should be added for each additional 10 Young Friends. All FAMs must have undergone police screening and have taken or, if known to the community, plan to take a Yearly Meeting sponsored training which will address the discernment of danger signs of youth who are potentially harmful to themselves or others.*
- The Conference Planner is to consult with the liaison of the local Meeting or caretaker of the camp where the gathering will be held regarding safety measures and concerns specific to the property. At Young Friends Business Meeting, NBC Meeting, and FAM Orientation the safety measures and the regulations concerning the use of the property are communicated to both Young Friends and FAMs. Where those safety measures are not followed, the DFAM may take immediate action in case of emergency and

for any other concern, bring it to the Young Friends' Nuts and Bolts Committee.

**Certain things have become customary for conferences:**

- Schedule
- Name game with color groups
- Physical activity at some time.
- Saturday night dance and/or coffeehouse
- An awesome game of Wink. • Head count sometime during Friday night Business Meeting.
- Thank-you circle on Sunday morning.
- Friday night color groups.

Conference Planners must only pay half price but may make a donation to Young Friends if they wish. Conference Planners are also welcomed to the Nuts and Bolts Committee Meetings. If you need help, do not hesitate to reach out to any member of the Nuts and Bolts Committee. For emails, contact the Youth Programs Manager. For more information check this link to a google sheets: <https://docs.google.com/spreadsheets/d/1mmxr4cpSdns5tzC-Vc1IIqaglRkIwewt0TClepjmFu0/edit?usp=sharing>

## **APPENDIX III**

### **ABBREVIATIONS AND ACRONYMS (Fill in acronym definitions)**

1. "They" is used in this Handbook as a gender-neutral singular pronoun; "their" is used as the gender-neutral possessive singular pronoun.
2. MOSHH – Moment of Silence (Shh) (Holding Hands)
3. FAM - Friendly Adult Presences (25+ years old)
4. FIT - FAM In Training (21-24 years old)
5. DFAM - Designated FAM
6. YF - Young Friend (9th-12th grade)
7. YM - Yearly Meeting
8. YAF - Young Adult Friend (18-35 years old)
9. JYF - Junior Young Friend (6th-8th grade)
10. JYM – Junior Yearly Meeting (0-5<sup>th</sup> grade)
11. BYM - Baltimore Yearly Meeting
12. NBC - Nuts and Bolts Committee
13. **FGC** Friend's General Conference (FGC) is an association of Yearly Meetings in the United States, and the six Monthly Meetings in Canada, which has an annual gathering. All Friends participate in workshops and worship to learn more about themselves and spirituality in Quakerism. For more information, please check the FGC website [www.fgc.org](http://www.fgc.org). YFNA

The Youth Pilgrimage is a group trip for Young Friends in alternate years to Pendle Hill in England and the surrounding historic area. During alternate years, Young Friends from Europe come to America to see historic American

Quaker sites. For more information, please check their website at [www.quaker.org/fwcc](http://www.quaker.org/fwcc)

Young Adult Friends (YAF) is a group of people in the Baltimore Yearly Meeting (BYM) area 18-35 years old. They are similar to Young Friends in their purpose: forming a spiritual community. They discuss issues facing their age group in workshops at their gatherings. Their conferences are structured more toward the attitude and age of the group.

Friends United Meeting (FUM) is an association of Yearly Meetings throughout the world, which gathers every three years. For more information, please see their website at [www.fum.org](http://www.fum.org).

## **APPENDIX IV MINUTE ON SAME-SEX MARRIAGE**

We, as Young Friends of BYM, living in the Quaker tradition, believe that the greater Quaker community should not only permit but should embrace same-sex marriage. Quaker testimonies, according to BYM *Faith and Practice*, provide ample justification for this stance. The testimonies spring from respect for truth; for peace, harmony, and a settled intention to practice love; for simplicity, community, and equal worth of all people." (*Faith and Practice*, p. 48)

The testimony on equality provides the most obvious support for our position. In living the testimony, we must allow the ministry of love to be available to all. Sexual orientation does not diminish or alter the Divine Light that Quakers recognize in every person. Quakers have often been at the forefront of similar struggles for equal rights, such as the abolition of slavery, women's suffrage, and the civil rights movement. Now presented with a new struggle, should we not continue to put our testimonies into action? Our respect for peace and harmony leads us to uphold the spirit to the community. Since we strive to be welcoming to all people, must we not foster an environment in which all can pursue their spiritual journeys? If in the course of that journey leading for marriage occurs, their Meeting has an obligation for all ways to open for the couple. When a religious tradition cannot fulfill the spiritual needs of its members, they are excluded from the community. As marriage is a spiritual need, people who cannot marry under the Religious Society of Friends may be forced to meet their needs elsewhere.

Our community should empower people to be true to themselves and their leading. If two people are led to make a lifelong commitment to each other, then to repress such an essential part of themselves goes against the testimony of truthfulness.

Quakers have no expectations about what is necessary in a marriage, besides the existence of a powerful love. Every marriage is unique. In celebrating same-sex marriage we will enhance the already present diversity and strength of our community. (Approved at Baltimore Yearly Meeting Sessions, 1999)

## **APPENDIX V**

### **CRISIS MANAGEMENT CHECKLIST**

*The following queries and suggestions are provided to help give Exec an external resource to consult when they need to deal with an emergency or a serious breach of Gathering Expectations. Experience has shown that consideration of processes removed from a specific situation is helpful. To help ensure a balanced, secured approach is taken and that no important items are accidentally forgotten, the following queries and advice are provided for guidance. This checklist may be helpful in less serious situations as well.*

1. Is there danger? If so, remove the threat.
2. Does anyone need medical attention? If so, attend to the person.
3. If substances are involved, separate the substance from the person.
4. Check in with the Youth Programs Manager and DFAM.
5. NBC convenes and gets informed.
6. Attend to the person(s) involved:
  - a. Discuss parental notification. It is recommended that if it is decided that parents are to be notified, the person(s) involved notifies their own parents.
  - b. Discuss who else (outside of YFs) to notify.
  - c. Discuss if and /when notifying others (exp: Yearly Meeting Clerk, General Secretary, etc.) what level of names will be revealed.
  - d. Discuss the option of those involved going home. i. Ensure that if those involved are going home, regardless of age, that they can get there safely.