

The Young Friends Handbook

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This Handbook is dedicated to all of the beautiful
people

Who are part of the loving community of Young
Friends.

INTRODUCTION

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.

GATHERING EXPECTATIONS

Gathering Expectations for Young Friends

When Young Friends gather together we strive to foster a community built on caring, trust and love. From experience we have found that attenders who leave the gathering, use or are under the influence of alcohol or illegal drugs, or engage in inappropriate sexual activity, or bring weapons or dangerous objects that may bring harm to any member of the gathering, at the conference jeopardize the Young Friends community and betray our trust, as well as the trust of parents, sponsors, older friends, and also betray the trust of Baltimore Yearly Meeting.

Young Friends welcome all high-school age or older attenders who wish to enjoy the fellowship of our Quaker community. We hold all attenders in the Light, but those who are unable to conform to these guidelines that Young Friends have set for themselves will be asked to meet with the Executive Committee, and appropriate action will be taken on a case by case basis.

Anyone with further questions should contact the Clerk of Young Friends or consult the Young Friends Handbook.

Sentence on Cigarette Smoking

As the smoking issue has proven controversial, we ask that both smokers and non-smokers act with consideration for each other, the environment and our host.

Statement on Inappropriate Sexual Activity

To clarify, inappropriate sexual activity is behavior which makes any member of the community uncomfortable. Furthermore, leaving the gathering for the purpose of engaging in sexual behavior is harmful to the spirit of Young Friends.

SLEEPING

We leave the responsibility of getting adequate sleep to each individual. We strive to follow this sleeping policy:

I. Spaces are designated for quiet low conversations, and other areas for sleep by

midnight.

II. At 2:00 am the quiet area becomes a sleeping area ONLY, and all other areas become quiet areas.

The sleeping area specifics will be determined at the general business meeting on Friday of the conference according to the layout of the Meetinghouse at which the conference is held.

QUAKER PROCESS

Quaker Process is based on the sense of the meeting. The spiritual unity of our voices forms our consensus. This means that the voice of every individual is important and that Young Friends must find unity before approval. Business meetings often begin with a MOSH, a Moment Of Silence (SHhhh). For more information, contact the Youth Secretary or consult with the Young Friends Clerks.

WHO YOUNG FRIENDS ARE

Young Friends is a group of members and attenders of the Religious Society of Friends from the Baltimore Yearly Meeting region, between the ages of fourteen (or freshman in high school) and twenty (or sophomore in college). Young Friends is a religiously based group designed to meet the needs of young people in the area of spiritual and intellectual development, social action, and general group fellowship. Young Friends also provides opportunities to take an active part in the affairs and concerns of the Religious Society of Friends. Young Friends conduct business in the manner of Friends (Sense of the Meeting). Our goal is to meet the diverse needs of Young Friends. Activities are planned to provide fellowship as well as spiritual and intellectual growth. Young Friends promote individuality as well as the unity of being in community. (High school age youth who are not affiliated with a monthly meeting are welcomed to attend all Young Friends' conferences.)

ORGANIZATION

Young Friends are committed to self-governance. In keeping with this commitment, the Young Friends hold two business meetings per conference, facilitated by members of the Executive Committee. The Executive Committee prepares for Business Meeting by setting the agenda and threshing out important topics for clear presentation to the group. (For more information about the Executive Committee see page six.)

YEARLY MEETING (Annual Session)

Baltimore Yearly Meeting is comprised of Monthly Meetings from Pennsylvania, Maryland, 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 currently held at James Madison University in Harrisonburg, Virginia. For Young Friends, Annual Session expands on the format of a weekend conference as well as the additional activities described in the following paragraph. 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. This committee meets throughout the week. The epistle is approved on Friday or Saturday night and read at the final BYM meeting for business on Sunday morning. The Coffee House and Produce Department (so named in that the produce section is the most diverse and eclectic aisle in a grocery store- a reflection of the diversity of the BYM community) are two major Young Friends-sponsored activities that also take place at the sessions. Coffee House features performances by people of all ages and is held on Saturday night after the Carey Lecture. Produce Department is an inter-generational fellowship activity that takes place on Wednesday, Thursday, and Friday evenings between 9:15 and 10:00. Produce Department consists of small inter-generational groups that meet to discuss queries, play games, and get to know one another. Produce Department leaders are named on Tuesday night and meet each day to discuss possible topics and queries and they lead the activities each evening. (See pg. 10 for descriptions of all Yearly Meeting committees.)

Executive Committee and YF Business Meeting gather each night to discuss business and organize events and workshops. The BYM YF planners (see pg. 8 for a description) are offered support from a committee that meets daily to discuss all the events of the week (see pg. 10 for a description of the Steering Wheel Committee). Typically, there is one workshop leader who facilitates workshops for YF for two or three days although at times there has been more than one leader. The Carey lecturer may be invited to speak with YFs on Saturday afternoon. YFs are encouraged to attend the adult business sessions and workshops, as well.

MEETING FOR WORSHIP WITH A CONCERN FOR BUSINESS

(a.k.a.: “BUSINESS MEETING”)

Meetings for Business are held in a spirit of worship thus the full name as noted above. This does not mean that they should be overly solemn or devoid of humor. Friends conducting business should be committed to inward reflection in order to seek not what we individually want but what is the true sense of the entire meeting.

Friends believe that the proper course of action in any matter emerges when those present are committed to group discernment. Therefore, they seek a “sense of the meeting” rather than a decision of the majority.

Major items of business to be put before the Meeting should be prepared as carefully as possible by the Executive Committee and/or the Clerk. The Clerk should have all pertinent information and minutes of previous meetings available to help facilitate the discussion.

When a matter is placed before the Meeting, all who wish to express their views should be heard. The Clerk should make sure that all points of view are clearly stated; so that the Meeting may have all it needs to discern clearness. Individual comments should be those of love and compassion in search of the truth--the best solution to the issue at hand, rather than a personal agenda strongly asserted and adamantly held. 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 the sense of the meeting should be written by the Recording Clerk and should be read and approved before the close of the session. If reaching unity proves to be too difficult at that business meeting, then the matter should be laid over.

COMMUNICATION

The BYM Young Friends Newsletter (BYFN) is sent to all Young Friends and Friendly Adult Presences who are listed in the BYM database as well as others interested in the group's activities. This publication should at least contain the following items when applicable: minutes and reports of business meetings, committee appointments, conference announcements, and other items of interest to Young Friends. Young Friends are responsible for writing this material. The BYFN is at its best when many Young Friends submit material for publication so it represents the community as a whole. Additionally, the Young Friend web site can be used for important communication. The medical form, conference schedule, Executive Committee members and other relevant information should always be available. The address is www.bym-rsf.org/yf.

EXECUTIVE COMMITTEE

The Executive Committee is a group of Young Friends which is composed of the Clerk, Assistant Clerk(s), Recording Clerk (s), Co-BYFN Editors, BYM Planners, Members at Large, Treasurer, Weasel (assistant Treasurer), Youth Programs/Service Representatives and Floaters (former members of the Executive Committee). Young Friends are nominated at the April conference and approved at the June conference. It is recommended that the Nominating Committee meet in May. Additionally, FAPs (Friendly Adult Presences), the Youth Secretary, and FITs (FAPs In Training are Young Adult Friends) are ex officio members. (At each conference the food planners and conference planners are asked to attend Executive Committee meetings)

Responsibilities of the Executive Committee

- To nurture the welfare and spiritual state of the group.
- Attend conferences and exec 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 FAPs.
- Nurture the spirit of the community by being a role model and by bringing all attenders 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 Executive Committee to search for clarity before returning to conferences.
- Welcome newcomers into the community. Conduct a first time attenders orientation on Friday of each conference.
- Conduct a FAP orientation for new FAPs on Friday of each conference, which is facilitated by the Young Friends Clerk.

- Motivate Young Friends to get to activities/workshops on time at conferences and BYM.
- Motivate a community effort for Sunday morning clean up.
- Evaluate FAP's, and orient new Executive Committee Members at the Executive Committee Retreat in early September.

EXECUTIVE COMMITTEE POSITIONS

Clerk

The **Clerk guides the YF Business meetings, and Executive Committee meetings. He/she functions as a liaison between Young Friends and the greater Yearly Meeting.** He/she is therefore an ex-officio member of BYM Program Planning Committee, Youth Programs Committee, and Representative Meeting (see *Manual of Procedure*). He/she prepares the agenda for Young Friends Executive Committee meetings, and Young Friends Meeting for Business.

Before conferences, the clerk checks in with the conference planners to ensure that a workshop is scheduled and that there are enough FAPs. The clerk should then report this information to the Youth Secretary and the DFAP. At conferences, the clerk is responsible for welcoming all newcomers and guests, as are all Executive Committee members. The Clerk should see that Young Friends and FAPs have Young Friends Handbooks and are introduced to the BYM Young Friends community. The Clerk should also facilitate a FAP orientation on Friday night of each conference. At Annual Sessions the Clerk assists and works closely with the BYM Planners and is invited to attend daily Program Committee Meetings. The clerk should conduct business meetings in a timely manner throughout the week so that the YF schedule can be maintained. For more information on Clerking see the Young Friends Clerking Binder.

Assistant Clerk(s)

The **Assistant Clerk guides business meetings in the clerk's absence, and provides ongoing support to the Clerk.** The Clerk and Assistant Clerk are encouraged to work closely together in all business matters. The Assistant Clerk is responsible for getting thank you notes written to FAPs, host Monthly Meetings (MM), and workshop leaders. These are given to the Youth Secretary, who will mail them after the checks are written for the MM and workshop leader.

Recording Co-Clerks

The recording clerks record the minutes of business meetings and Executive Committee meetings, and keep records of activities of Young Friends. A copy of the minutes of each business meeting should be sent to the Clerk for his/her records and to the BYFN Editors for publication. The minutes of the Executive Committee meetings should not be published. They should be sent to the clerk after each conference and passed down to the next recording clerk in an orderly fashion. Recording clerks also keep the Young Friends Ledger and make sure it gets to each conference

Treasurer

The **treasurer is responsible for maintaining all financial affairs of the Young Friends.** He/she collects the registration fee and medical forms at the conferences. It is recommended that the treasurer arrange 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 meetings begins. The Treasurer should work with the DFAP to ensure that all medical forms are properly completed. If the medical form of a Young Friend who is under 18 is not complete, his/her parents need to be called to obtain the necessary information. At the close of the conference, the Treasurer and Weasel should count all registration money and count remaining food money and all food expenses and provide this report to the Youth Secretary.

Assistant Treasurer (a.k.a. Weasel)

The weasel should act as treasurer in the absence of the Treasurer. The weasel assists the treasurer at conferences to ensure that money is collected and that YFs are registered.

Baltimore Yearly Meeting Planners

One to three YFs are typically appointed to this position. **BYM planners are expected to attend Program Committee meetings throughout the year.** (There are about 5 each year.) They are also expected to attend the Annual Sessions, which are held each year around the first Sunday of August. At Sessions the planners will attend daily program committee meetings held during lunch, help to organize Produce Department and Coffeehouse, serve as a liaison between YFs and the larger community, assist with keeping food organized on the YF's

floor, and work closely with the Clerk and Youth Secretary. A support committee should be formed to assist the planners throughout the week. This committee should meet daily during the event to offer support to planners and serve as a sounding board for ideas and planning. (See pg. 10 for a description of the Steering Wheel Committee)

Co-BYFN Editors

The BYFN (BYM Young Friends Newsletter) editors gather material for the BYFN and see that it is organized and prepared for publication one month prior to the next YF conference. The BYFN is sent out before each conference to inform Young Friends of the upcoming events. Submissions from the Young Friends community are gathered along with messages called “Friend to Friends”. The editors gather all material, create pages for publication and send the prepared pages to the BYM office where they are printed and mailed.

Youth Programs / Service Representative

This position is held by two or three YF. **Their duties consist of representing YF at the Youth Program Committee (YPC) meetings and organizing small service projects at select conferences.** They should report back to YF regarding any decisions made by the YPC. If the meeting hosting the conference has an ongoing service project the YP/SRs should feel free to organize related contributions.

Members-at-large

Members-at-large are asked to represent the Young Friend’s common voice within Executive Committee. These people should also add life and merriment to the conference community. The Members-at-Large should greet new attenders and bring together the community at conferences. They should also help the clerk keep business meetings light when needed, and should help the clerk maintain focus. Members-at-large may be asked to facilitate the newcomer’s orientation on Friday night at conferences.

Floater

After the amount of time required for the active members of the Executive Committee has elapsed, these Young Friends continue to be members of the Executive Committee as **Floater**s. **They are similar to Members-at-large since they represent the whole of Young Friends. This position adds the experience of past years to the Executive Committee and aids in the making of decisions.** A Floater should fill leadership roles when they see a void, uphold tradition within the Young Friends, and add life and humor to the community. They are welcome into Executive Committee Meetings as experienced voices, but may choose to assist the community by floating into meetings or by overseeing the welfare of the group while meetings are going on. They may be called on to fill the role of absent Executive Committee Members, to lead worship sharing, or to offer counsel as needed.

Other Members of the Young Friends Executive Committee

At each conference there will be new **Conference Planners and Food Planners**. Except when confidentiality requires that they excuse themselves, they should attend Executive Committee Meetings. Planners will be asked to report on the schedule, workshop, and menu. FAPs and the Youth Secretary are also considered part of Executive Committee meetings. The descriptions of these roles are described on the following pages.

YOUNG FRIENDS COMMITTEES

There is one standing committee in Young Friends: the Executive Committee. All other committees should be appointed on a volunteer basis in the Young Friends business meeting and should be laid down at the end of their task. Committees regularly appointed include the Nominating Committee, a number of annual sessions committees (Steering Wheel, Coffee House Committee, Calendar Committee, Produce Department Committee) and a Handbook Revision Committee.

Nominating Committee

The nominating committee is responsible for nominating Young Friends to positions in the Executive Committee; it is a closed committee and members cannot nominate themselves for other positions. The Nominating Committee forms at the April bus trip conference, meets in May, and nominates new exec members at the June conference. Typically nominations are printed in the spring BYFN for review, then read on Friday night, and approved

on Saturday at the June conference. Traditionally, during BYM sessions training will take place by the outgoing and returning Executive Committee members and the Young Friends Clerk.

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 meets during the week of Yearly Meeting, and is open to all. After approval by the YF business meeting the epistle is read at the last BYM Business Meeting of annual sessions and published in the BYM yearbook and on the Young Friends web site.

The Steering Wheel Committee aids the BYM Planners in carrying out BYM activities and schedules. Ideally this committee is formed at the June conference after nominations are presented to the business meeting. It is composed of any former, current or new Executive Committee members who know they will be attending the annual sessions. The Steering Wheel Committee will attend a retreat held the Monday prior to the start of annual sessions to ensure that the YF program runs smoothly and that all members are up to date on the schedule and details of the upcoming week. Also, the Steering Wheel should meet during the week to check in with each other and continue the organizational process.

The Coffee House Committee is formed at BYM in preparation for Coffee House. Members create sign up sheets, organize performers and technical aspects. Some members act as MCs for the event.

Produce Department Committee consists of YF who plan queries and activities for Produce Department (see pg. 5) along with providing leadership for Produce Department groups.

The Calendar Committee sets dates (and backup dates), meeting houses (and backup meeting houses) for conferences during the upcoming year. This calendar should be presented to YF during business meetings at annual sessions for approval as well as getting conference and food planners for those conferences.

Handbook Revision Committee

The Handbook Revision Committee is formed at annual sessions every three years to review the YF Handbook. The committee is composed of

experienced YFs, in addition to any interested YAFs, who can review the YF Handbook and check for pertinence and accuracy in relationship to the current YF community. This committee makes revisions if necessary and brings those revisions to the YFs business meeting for approval.

YEARLY MEETING COMMITTEE DESCRIPTIONS

Youth Programs Committee consists of eight to ten adults nominated by the Nominating Committee and appointed by the Yearly Meeting, plus Young Friends Clerks, Yearly Meeting Planners, and two Young Friend representatives appointed by the Young Friends Business Meeting. The Youth Secretary and Yearly Meeting YouthQuake representative are ex-officio members. This committee provides oversight and guidance to Young Friends and Junior Young Friends programs.

The YPC oversees and coordinates all yearly meeting youth programs for junior high/middle school and high school youth with the exception of the camping programs and Junior Yearly Meeting. It provides advice and support for the Youth Secretary. To do these things the committee will:

1. Recruit and mentor adults in BYM who have a leading to work with YF in the yearly meeting.
2. Support the Youth Secretary in coordinating and communicating with Junior Yearly Meeting and other yearly meeting committees involved in youth programs.
3. Ensure that the Young Friends Handbook is reviewed on a periodic basis (at least every three years) by the YF Handbook Review Committee and revised as needed. YPC will review sections of the handbook that pertain to the spiritual and physical well being of the Young Friends and suggest revisions as needed. All revisions to the Handbook will be approved by a YF conference business meeting.

The YF Yearly Meeting Planners serve on Program Committee.

Every three years, according to the YouthQuake cycle, the YPC recommends the name of an adult to the Nominating Committee for appointment by the yearly meeting to serve a three year term as the BYM representative to the YouthQuake Planning Committee.

Yearly Meeting Program Committee

consists of nine persons nominated by the Nominating Committee (YM) and appointed by the Yearly Meeting, plus the following ex officio: the Presiding Clerk of the Yearly Meeting, the Clerk of Ministry and Counsel Committee, the General Secretary and Youth Secretary of the Yearly Meeting, the adult and youth Yearly Meeting planners, the Clerk of the Yearly Meeting staff, and a registrar appointed by the committee. The Program Committee has oversight of all program plans for yearly meeting annual sessions, including Junior Yearly Meeting, the planning of the time schedule in detail, assigning places for all meetings, selecting guest speakers and special program events or delegating the selection to appropriate groups, and caring for the book room.

CONFERENCE INFORMATION

REGISTRATION

It is important that all Young Friends either pre-register with the YM office before the conference, or register at the conference as soon as they arrive. All Young Friends must turn in conference fees (or request scholarship from the YF treasurer) and, if under the age of 18, turn in a medical form. These forms are crucial. FITs (FAPs in Training) should pay half, and FAPs need not pay. Conference Planners, Food Planners, and one child of a FAP need not pay, but may donate their fees if they wish.

HOW TO BE A FOOD PLANNER

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

- Plan all meals and snacks from Friday night until Sunday morning.
- Contact the Youth Secretary three weeks before the conference in order to receive a check for groceries and to ask about food saved from other conferences.
- Contact the Youth Secretary a few days before the conference to find out approximate number of people and any dietary needs.
- Purchase enough food for Friday night, Saturday breakfast and lunch, before arriving at the conference.
- Post menus for cooking crews.
- Set up recycling.
- Supervise the putting away of food after it is unpacked; keeping track of what belongs to the host meeting and putting aside any food that is to be used for specific menu needs.

- Attend beginning of exec to review the meal planning.
- During the Friday night Business Meeting: announce the location of sign up sheets, location of recycling, and inquire about dietary needs (i.e. number of vegans and allergies). Also make it known that people can request foods.
- On Saturday, a FAP will take planners to buy food for Saturday dinner and Sunday breakfast.
- **SAVE** all receipts for **ALL** purchases made. Give receipts to YF treasurer.
- Supervise kitchen clean up; determine what food goes where; what is to be given to the host meeting, given to Young Friends to take home, and given to BYM office to store for the next conference.
- Write in the conference reports to be sent to the Youth Secretary about the meals that you have planned.
- Plan packed lunches for Bus Trip (April planners only).

Note: All Young Friends must sign up to help with cooking and cleaning (one of each).

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 is leaving the gathering. Please bring a Food Planner Permission Form signed by your parent or guardian if you are under the age of 18. 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 Executive Committee or the Youth Secretary. 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 Executive Committee meetings.

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 Exec Committee at the conference before about any plans that have been made or concerns.
- Contact the BYFN editors so a description of the workshop can be published in the BYFN. Meet the deadline!
- Contact the FAPs for the conference.
- Have a basic agenda by conference time. Consider time for Exec Committee 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 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 DFAP.
- Arrange for one boom box to be present at each conference.

Certain things have become customary for conferences:

- Suggested schedule
- Name game after Business Meetings.
- Physical activity at some time.

- Saturday night dance and/or Open Mic.
- An awesome game of Wink.
- Head count sometime during Friday night Business Meeting.
- Thank-you circle on Sunday morning.

Conference Planners are not asked to pay, but you may make a donation to Young Friends if you wish. Conference Planners are also welcomed to the Executive Committee Meetings. If you need help, do not hesitate to call any member of the Executive Committee. For numbers, contact the BYM Office.

ABOUT FAPS

A Friendly Adult Presence (FAP) is any adult that a Young Friend feels would be compatible with the group. FAPs should be willing to spend time and energy with high school-aged youth for an entire weekend. FAPs are encouraged to join Young Friends in any activities they wish. FAPs are members of the Executive Committee and hold the same responsibilities (see Executive Committee). Some FAPs should be available to take food planners to a grocery store on Saturday afternoon. FAPs concerned with behavior of Young Friends should feel free to discuss such concerns with any member of the Executive Committee with whom they feel comfortable. If necessary an Executive Committee meeting will be called. FAPs are not expected to make meals or be responsible for cleanup; however, their participation is encouraged.

FAPs should remember that they are here to have fun and while their presence is important and necessary, particularly in the case of an emergency. FAPs should keep in mind that Young Friends is a self-governing body.

MESSAGE TO FAPS

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 additions to the community as an individual and as an elder. While at

the conference, please come to Executive Committee meetings and join in some activities. Also, please look over information about the Gathering Expectations and the Executive Committee in the Young Friends Handbook available from the BYM office. As a FAP, you are NOT expected to: clean up, be authority figures, keep tabs on the group, or cook meals.

Consider setting your own 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. We work to have all Young Friends develop a commitment to this; and try to take the lead, with the advice of FAPs, in handling any concerns that arise. There will be a Designated FAP (DFAP) at each conference who assumes more responsibility in terms of legal and medical issues, and is a liaison to BYM.

FAPs are not asked to pay, but you may make a donation to Young Friends if you wish. FAPs may also bring their children if they are of Young Friends age and one of them does not have to pay. If you have questions, do not hesitate to call the Young Friends Clerk or any member of the Executive Committee or the Youth Secretary.

HOW TO FIND FAPs

Any Young Friend is encouraged to approach any adult in his/her community who is comfortable with Quaker process and who the Young Friend thinks would add to their community. This person, as well as any adults interested in being a FAP, should contact the Clerk of the Young Friends. The Clerk will see that the Youth Secretary is notified of this person's interest and that a Young Friends Handbook is sent to him/her.

THE DESIGNATED FAP

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

Responsibilities of the Designated FAP:

- 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 DFAP may ask other FAPs to contribute.
- The Young Friends Clerk and the DFAP should work after the gathering with youth and FAPs to resolve any remaining disciplinary concerns.
- The DFAP is asked to attend as many executive and business meetings as possible.

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

YOUTH SECRETARY

The Youth Secretary 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 Executive Committee, this person also works closely with the JYF (Junior Young Friends) Coordinators, and is an ex-officio member of the YM Program Committee, and the Youth Programs Committee. Oversight for the Youth Secretary is provided by the BYM Supervisory Committee and the General Secretary.

Responsibilities of the Youth Secretary

- Oversee the schedule of the BYFN, but not its content.
- Maintains contact with YF clerks regarding conference planning, business, and other matters of relevance to YFs.

- Organize phone and email registration for Young Friends Conferences. See that this information, including the medical forms, reaches the conference and that a FAP presence well versed in Young Friend's 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. Insure 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 executive and business meetings.
- Consult with the executive committee on concerns about Young Friends.
- Attend Program Committee Meetings throughout the year; attend all YPC meetings; work closely with the clerk of the YPC and YM planners.
- Works with the Youth Programs/Service Representatives to plan two service weekends each year for YFs that are in addition to conferences.
- Assure 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.

THE COMMUNITY

“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

Young Friends' Gathering Expectations is the main code of behavior for Young Friends. As mentioned, there are certain actions which are not condoned by Young Friends.

Drinking alcoholic beverages at Young Friends sponsored activities is strictly

prohibited.

The use of illegal drugs at Young Friends sponsored activities is also strictly prohibited.

Inappropriate sexual behavior at any Young Friends sponsored activity is not permitted. In the interest of good taste, the Handbook will not provide a specific definition of inappropriate sexual behavior, but will provide the following guidance: behavior is inappropriate if it causes others to become uncomfortable, thereby breaking the community. Leaving the Young Friends community for the purpose of engaging in sexual behavior also harms the community, and is not allowed. Young Friends take this position due to two factors: the varying ages of Young Friends makes behavior that would normally be permissible among more mature Young Friends unacceptable because of the presence of less mature Young Friends; also, Young Friends sponsors a community based on trust, which cannot be taken advantage of for sexual purposes without severely harming the community, and losing the trust of the greater Yearly Meeting.

The Executive Committee is responsible for working with Young Friends who are unable to conform to the Gathering Expectations or who otherwise harm the Young Friends community. The Executive Committee will handle such occurrences on a case by case basis. At the most extreme, the Executive Committee may ask the Young Friend to return home from the Young Friends activity. In such a case, he/she will have to meet with members of the Executive Committee to reaffirm good faith before attending a future Young Friend's conference.

YOUNG FRIENDS GROUP RESPONSIBILITIES

(This is what Baltimore Yearly Meeting asks of Young Friends)

The following group responsibilities are for those gathered at Baltimore Yearly Meeting Young Friend events. Generally, these gatherings are for youth in ninth grade to those of twenty years of age.

At youth gatherings, Baltimore Yearly Meeting seeks to build a community, which nurtures the personal and spiritual growth of all youth and adult participants. Decisions are made according to Quaker process, seeking unity among those gathered. The following guidelines are developed to ensure that all aspects of youth gatherings are attended to. The guidelines outline responsibilities for those gathered not tasks to be done by the Designated Friendly Adult Presence. These responsibilities are found under DFAP in this handbook. Youth are encouraged to be responsible for all aspects of the gathering, including problem situations, which may arise. Where responsibilities for the gathering are not fulfilled, the DFAP for the gathering may take action, being mindful and respectful of the efforts and concerns of the youth. The DFAP at Baltimore Yearly Meeting youth gatherings must be at least 25 years old and a member of the Youth Programs Committee.

The Conference Planners and the Young Friends' Clerk do advanced planning for conferences. The Young Friends' Clerk and the Conference Planners work together to recruit, and select adults to serve as Friendly Adult Presences (FAPs). At least two of the FAPs, one male and one female, who work at high school age youth gatherings should be at least 25 years of age. FAPs In Training (FITs) are 21 to 24 years old. FITs may participate in high school age gatherings at the discretion of the DFAP. Neither the DFAP nor the FAPs pay to attend the conference. They may also bring their children if they are of Young Friends age and one of them does not have to pay. The FITs pay half price. If the number of Young Friends exceeds 30, one additional FAP should be added for each additional 10 Young Friends. All adults who work with youth should take a Yearly meeting sponsored workshop which will address the discernment of danger signs of youth who are potentially harmful to himself or herself or others.

The Young Friends' Clerk 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, Executive Committee Meeting, and FAP Orientation the safety measures and the regulations concerning the use of the property are communicated to both Young Friends and FAPs. Where those safety measures are not followed, the DFAP may take immediate action in case of emergency and for any other concern, bring it to the Young Friends' Executive Committee.

The Young Friend Executive Committee will determine and follow through with a course of action if someone is dangerous to him/herself or others.

The whole group, through the Young Friends Business Meeting, is to ensure general health and safety. The Young Friends Executive Committee oversees the welfare and spirituality of the group.

The DFAP should know about any medical emergencies or illnesses and seek treatment, if necessary provide transportation to a medical facility for emergency medical care.

FAPs should monitor any Young Friend who leaves the gathering site during the gathering. This Young Friend should have a food planner permission form to leave the gathering.

After the gathering, the Young Friends' Clerk, the DFAP, the conference planners and the food planners make a report to Youth Secretary. The DFAP reports any concerns, accidents, injuries, or unusual incidents. If an unusual incident or an accident occurred, the DFAP should write a report describing it and, depending upon its seriousness, have one or two witnesses sign and date it. The DFAP should keep a copy of the report and send the original to the Yearly Meeting Office where it will be kept with the medical/permission forms.

GREATER YOUNG FRIENDS ASSOCIATIONS

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.

YouthQuake is a national gathering of Young Friends that occurs every three years. In the past it has drawn Young Friends from all branches of Friends in North America: Evangelical Friends International, Friends United Meeting (FUM), Friends General Conference (FGC), and Conservative Friends. For more information please see the Youth Quake website at www.youthquake.org. Young Quakes is a YouthQuake like experience sponsored by Philadelphia Yearly Meeting and FGC each year.

Young Friends of North America (YFNA) is an organization of Young Friends between ages 18 and 30 from all over North America who have regular conferences and other gatherings similar to Young Friends activities. For more information please check www.quaker.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

Young Adult Friends (YAF) is a group of people in the Baltimore Yearly Meeting (BYM) area 18-35 years old, or Young at heart. 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.

YOUNG FRIENDS ACCOUNTS

Young Friends have two accounts, the Conference account and the Reserve account. The Conference account includes revenue (money coming in) and expenses (money 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, and the cost of the bus for the annual bus trip.

The Reserve Account Funds are used to help any BYM YF (whether they attend conferences or not) attend Quaker events such as, but not limited to, YouthQuake, FGC Gathering, FWCC Youth events, leadership programs, Pendle Hill sessions, and other Yearly Meeting events. Requests for scholarship funds are made to the Clerk of Young Friends, the Youth Secretary and the Clerk of Youth Programs Committee.

APPENDIX

MINUTE ON TOBACCO USE

“When Young Friends gather together, we strive to foster a community built on caring, trust, and love.” [Baltimore Yearly Meeting (BYM) Young Friends Gathering Expectations] The concern of smoking is a living issue, which Young Friends have addressed in the past and will continue to address in the future. We appreciate the concern brought forward by Alexandria Monthly Meeting and the greater BYM community. We understand that this concern comes out of love for Young Friends and a concern for the health of Young Friends.

The awareness of this concern has been present throughout the evolution of Young Friends. Over the years Young Friends have engaged on a wide variety

of discussions and worship sharing, including a called conference on smoking on the fourth month of 1999. We have developed clear designated outdoor areas for smoking and places for the disposal of cigarette butts at conferences. We strive to act with a concern not only for ourselves, but also a concern and respect for our Meeting House hosts.

The spiritual nature and unconditional love and respect of the group are such that it provides support and strength for Young friends to make their own choices on health decisions. We hope that at future conferences we will be able to help smokers with the process of ceasing to smoke if they so desire.

During our discussions we examined the guidelines of our community, and how the issues we are facing are related. We ultimately decide to be true to ourselves, and stick with a community that is built on caring, trust, and love. We feel that tolerance, acceptance, and unconditional love are integral testimonies that Young Friends have, do and always will abide by. To ban smoking at conferences is unfaithful to our testimonies and us. Quaker history has shown that to disown or banish weakens the society as a whole.

The fact that some Young Friends do not attend conferences because of the smoking at conferences saddens us. We open our community to all, and will continue to work on this in the future. May the richness of our diversity strengthen our community and our love. (Approved at Baltimore Yearly Meeting Sessions 1999)

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 way 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)

AMENDMENTS

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