

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.

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.

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Nuts and Bolts Committee (Moved left)

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

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 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 **plethoric gusto** (maybe reword)!

GATHERING EXPECTATIONS FOR YOUNG FRIENDS

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

Young Friends welcome all high-school attendees who wish to enjoy the fellowship of our Quaker community. We hold all attendees in the Light, but those who are unable to conform to the guidelines that Young Friends have set for themselves harm our community. Due to their potentially detrimental effects to the community, alcoholic beverages, the abuse of substances, illegal drugs, and sex are strictly prohibited at Young Friends conferences. Wielding weapons or dangerous objects with the intent of harming oneself or another person is strictly prohibited. Young Friends follows a “come once leave once” policy, meaning that any Friends that leave the community during a conference are not welcomed back to that same conference. Young Friends considers any behavior that makes members of the community uncomfortable to be inappropriate.

Persons who fail to meet Gathering Expectations will meet with the Nuts and Bolts Committee to discern the appropriate course of action.

In conclusion, **when Young Friends gather together we strive to foster a community built on caring, trust and love. From experience** (reconsider) **we have found that attendees who do not follow our Gathering Expectations jeopardize the Young Friends' community and betray our trust, as well as the trust of parents, sponsors, older friends, and of Baltimore Yearly Meeting.**

Anyone with further questions should contact a member of the Nuts and Bolts committee or consult the Young Friends Handbook.

Con 101

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 Persons -at-large (for

clarification see job description) and learn about how our community works. During Con 101 we will discuss

- Names and pronouns (and why they are important)
- Enthusiastic Consent
- Self Care
- Self Governance
- Doughnuts, croissants, and jitterbugs (inclusion)

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, FAP-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 FAPs, all of whom are mandatory reporters, be aware that FAPS 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.

~~Love Con Photography – Immediately following the conclusion of the February Conference’s second night Business Meeting, photography is no longer allowed until the determined Sunday morning wakeup. Friends should make an announcement of this policy during second night Business Meeting.~~

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 DFAP 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 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?

STATEMENT ON SMOKING

As the smoking issue has proven controversial, we ask that both smokers and non-smokers to act with consideration for each other, the environment, and our host. When a site allows smoking, a designated "smoking circle" will be identified at the first business meeting for both cigarettes and vaporizers. In the interest of preventing smoking from becoming a popular or social activity, Young Friends agree to not share or "bum" cigarettes or vaporizer. We recognize that nicotine's addictive nature is serious and provide this area to enable the Young Friends who do smoke to attend our gatherings. In concern for the health of our community in terms of both addiction and the dangers of second-hand smoke, and to prevent the breaking of laws or community, the smoking circle is for smokers of legal age only.

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.

To enable all of us to care for ourselves, we strive to follow this sleeping policy:

- By midnight, there is a space designated for sleep, surrounded by spaces for quiet conversations.
- At 2:00 AM the quiet area also becomes a sleeping area ONLY, and all other areas become quiet areas.

The 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 friend it helps to foster a safer environment for the community.

QUAKER PROCESS and MEETING FOR WORSHIP WITH A CONCERN FOR BUSINESS (a.k.a.: “BUSINESS MEETING”)

Young Friends are committed to self-governance. We use 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. 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).

COME ONCE LEAVE ONCE

In order to maintain a stable con community, Friends ask that attendees 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. But 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, that they inform the Youth Programs Manager before con, preferably at pre-registration. Friends come once leave once.

YOUNG FRIENDS COMMITTEES

The standing committees of Young Friends should be appointed on a volunteer basis in the Young Friends’ business meeting. Regularly appointed committees include Nominating , Calendar, Handbook, Friends in Giant Heated Tantrums(F.I.G.H.T), Mermittee, Coffee House, Homework, and Dance-Party-Playlist Committee. There are only two committees which exclusively meet at annual session these include 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.

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 November 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, 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.

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' web site.

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 Produce Department (see pg. 13 for a description of Produce Department) along with providing leadership for Produce Department groups. **Year-round Committees**

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.

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.

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, Members at Large, Treasurer,) Assistant Treasurer (Ass-trees, Youth Programs Committee Representatives, Scholarship Coordinator, Web-manger , Assistant web-manger, 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, FAPs (Friendly Adult –p;Presences), 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 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 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 FAPs at the “Steering Wheel” conference.

NUTS AND BOLTS COMMITTEE POSITIONS

Co-Clerk

The Clerk guides the YF Business meetings, and NBC meetings. They function as a liaison between Young Friends and the greater Yearly Meeting. They prepare the agenda for Young Friends Nuts and Bolts Committee meetings, and Young Friends’ Meeting for Business with the help of the Nuts and Bolts Committee.

The Clerk should see that the Nuts and Bolts Committee and FAPs are introduced to the BYM Young Friends community and everyone has the opportunity to learn each other’s names and pronouns. At annual session the Clerk should conduct business meetings in a timely manner both throughout the week of annual session and on the evenings of conferences so that the YF schedule can be maintained. ~~For more information on Clerking see the Young Friends Clerking Binder.~~

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 getting thank you notes written to host Monthly Meetings (MM) These are given to the Youth Programs Manager, who will mail them after the checks are written for the MM.

Recording Clerks

The Recording Clerks record the minutes of business meetings and Nuts and Bolts Committee meetings, and keep records of activities of Young Friends. A copy of the minutes of each conference business meeting should be sent to the Youth Programs Manager, and the YPC Clerks for the records and the Webmanger to be posted on the YF website.

The minutes of the Nuts and Bolts Committee meetings should not be published. They should be sent to the Youth Programs Manager and YPC Clerks (?) after each conference and passed down to the next Recording Clerk(s) in an orderly fashion. 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 Young Friends. They collect the registration fee and assists the youth Programs Manager in collecting 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 meeting begins. The Treasurer should work with the DFAP and Youth Programs Manager to ensure that all medical forms are properly completed. If the medical form of a Young Friend who is under 18 is not complete, their parent(s)/guardian(s) need to be called to obtain the necessary information. At the close of the conference, the Treasurer and Assistant Treasurers should count all registration money, remaining food money and all food expenses to provide this report to business meetings.

Assistant Treasurer(s) (a.k.a. Weasel(s)/Ass-Tree(s))

The Assistant Treasurer(s) should act as Treasurer in the absence of the Treasurer. The Assistant Treasurer assists the Treasurer at conferences to ensure that money is collected and that YFs are registered.

Annual Session Planners

One to three YFs are typically appointed to this position. Annual Session planners are encouraged attend the Yearly Meeting's Program Committee meetings throughout the year if necessary. (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 may attend Program Committee Meetings, 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 Programs Manager. A support committee may be formed to assist the planners throughout the week.

Web manager

The Web manager (AKA Spider person) is charged with providing the necessary maintenance and sustenance for the Young Friends website. The website should include all information about upcoming events along with YF general information. Registration and Medical Forms should be available to print from the website. The minutes from Business Meeting should be uploaded to the website as well The website should be updated frequently and should be easy to navigate. The Web manager should have the technical skills required to fulfill the position.

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.

People-at-Large (PALs)

People-at-Large are asked to represent the Young Friends' common voice within Nuts and Bolts Committee. They should also add life and merriment to the conference community. The People-at-Large should greet new attendees and bring together the community at conferences. People-at-Large are asked to facilitate Con 101 on Friday night at conferences.

At conferences, the People-at-Large are responsible for welcoming all newcomers and guests.

Floater

Floater are similar to People-at-Large since they represent the whole of Young Friends or are people with presences that Nomination Committee believes would be valuable on Nuts and Bolts. This position adds the experience of past years to the Nuts and Bolts 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 Nuts and Bolts Committee Meetings as experienced voices.

REGISTRATION & 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 ten 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 FAP may come for half price but are encouraged to donate the additional fee if they can. Neither the DFAP nor the FAPs pay to attend the conference.

SCHOLARSHIP INFORMATION & OPPORTUNITIES

Friends in need of financial assistance to attend conferences should contact the Youth Programs Manager prior to the conference. The community trusts the individual to only ask for the amount needed. Scholarships come from the Young Friends budget, so please be mindful of others' financial needs as well. Please remember that your presence is more important than your money.

For Annual Session, Young Friends should first seek scholarships from their Monthly Meeting. None of these scholarships come from the Young Friends' budget. If a Young Friend is not affiliated with a Monthly Meeting and needs financial assistance, they should contact the Youth Programs Manager before Annual Session. Funds may be available from the Young Friends' budget. For other Quaker endeavors for which a Young Friend requires funds, the same process applies: first ask Monthly

Meeting, and then turn to the Youth Programs 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 inter-generational 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.

ABOUT FAPS

A Friendly Adult Presence (FAP) is any adult aged 25 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 21 but under 25 are considered FAPs In Training (FITs). They may participate as a FAP with the approval of the Designated FAP. 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 activities as they wish. Some FAPs should be available to take food planners to a grocery store on Saturday afternoon, if necessary. FAPs 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. 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. 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 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 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 Handbookonline. As a FAP, 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 FAP (DFAP) 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 FAPs

Any Young Friend is encouraged to approach any adult in their 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 BYM office or a Youth Programs Committee (YPC) Clerk. A background check will be done and the FAP will need to attend a YPC training session. The Youth Programs Manager will ensure a Young Friends Handbook is sent to them.

THE DESIGNATED FAP

The Designated Friendly Adult Presence (DFAP) must 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 Business Meetings as possible.
- In the event that the Nuts and Bolts Committee fails to act, the DFAP 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 Youth Programs Committee.

If the Youth Programs Manager position is not filled, tasks assigned will be handled by the DFAP, 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 FAP contact information and other FAP 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 FAP 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. 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 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 two weeks before the conference to find out approximate number of people and any dietary needs.
- Post menus for cooking crews.
- 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.
- During the Friday night Business Meeting: choose czars 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 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 FAPs 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 DFAP.
- At least four (4) FAPs should be scheduled for every conference. Two of the FAPs, one male and one female, 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 Designated FAP (DFAP). *If the number of Young Friends exceeds 40, one additional FAP should be added for each additional 10 Young Friends. All FAPs 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 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' 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 call any member of the Nuts and Bolts Committee. For numbers, contact the BYM Office.

APPENDIX III

ABBREVIATIONS AND ACRONYMS (Fill in acronym definitions)

“They” is used in this Handbook as a gender-neutral singular pronoun; “their” is used as the gender-neutral possessive singular pronoun.

MOSHH – Moment of Silence (Shh) (Holding Hands)

FAP - Friendly Adult Presences (25+ years old)

FIT - FAP In Training (21-24 years old)

DFAP - Designated FAP

YF - Young Friend (9th-12th grade)

YM - Yearly Meeting

YAF - Young Adult Friend (18-35 years old)

JYF - Junior Young Friend (6th-8th grade)

JYM – Junior Yearly Meeting (0-5th grade)

BYM - Baltimore Yearly Meeting

NBC - Nuts and Bolts Committee

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. 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. 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.

STATEMENT ON LAYING OVER

Laying (laid) over is not an inappropriate sexual activity. It is an intentional delay of a business decision to allow further discernment and seasoning of the issue being considered.

APPENDIX IV

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).

APPENDIX V

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)

APPENDIX VI

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 process 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 advices 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 DFAP.
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.

APPENDIX VII

~~Newcomer Orientation~~ Con: 101

To ensure that all conference participants understand our community and the expectations placed on each of us during our time together, the following topics should be considered:

Croissants vs Doughnuts

Consent

Meeting for Business

No's: sex, drugs, leaving, weapons

(THIS HAS NOT BEEN CREATED YET BUT IS RECOMMENDED BY THE HANDBOOK COMMITTEE FOR INCLUSION HERE.)