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| **Position** | **# of Positions** | **Term** | **Responsibilities** | **2020 Holders** | **2021 Holders** |
| Clerk | 1 | 1 year, renewable  3 term limit | * Convenes and conducts the Monthly Meeting for Worship with a Concern for Business * Carries out the instructions of the meeting and signs necessary documents on its behalf * Maintains Meeting records including Business Meeting minutes and correspondence * Serves on Committee for Ministry and Counsel | Jane Alexandre | Jane Alexandre  (3rd term) |
| Recording Clerk | 1-2 | 1 year, renewable  3 term limit | * Writes minutes of the business meeting, subject to the meeting’s approval, and conveys them to the Communications Committee to be published in the meeting newsletter. * Assists Clerk with correspondence as needed | Bernard Winter | Bernard Winter  (2nd term) |
| Treasurer | 1 | 1 year, renewable  3 term limit | * Keeps the accounts of the Meeting * Receives and disburses funds * Reports periodically to Business Meeting * Presents by the March Business Meeting a report of the previous year’s finances, audited as arranged for by Ministry and Counsel. Such report will include a statement of the Meeting’s assets and obligations, and the condition of the Crumlish Bequest and any other separate funds. * Serves on Finance Committee | Stephen McDonnell | Stephen McDonnell  (2nd term) |
| Assistant Treasurer | 1 | 1 year, renewable  3 term limit | * Is familiar with the Meeting’s accounts, its accounting practices, and the work of the treasurer * Has authority to sign for the Meeting’s accounts in the Treasurer’s absence * Serves on Finance Committee | Bryan Oettel | Megan Maurer  (1st Term) |
| Recorder for Membership/ Historian | 1 | 1 year, renewable | * Keeps track of memberships, marriages, divorces, births, deaths and addresses * Forwards new information to Yearly Meeting office * Annually forwards total number of adult Monthly Meeting members to Quarterly Meeting Audit and Budget Committee * Maintains Meeting records regarding membership * Organizes our papers and submits appropriate items to the Friends Historical Library of Swarthmore College | Helen Garay Toppins | Helen Garay Toppins |
| Finance Committee | 4, flexible (including the Treasurer and Assistant Treasurer) | 1 year, renewable | * Raises money for the Monthly Meeting through letters of appeal and other methods * Solicits proposed expenditures from the various committees of the Meeting and proposes a budget to the December Business Meeting for final approval in January * Attends the General Services Meeting of the New York Yearly Meeting to discuss the Yearly Meeting budget and allocation * Meets as needed, usually about three times each year | Charlene Ray, Pamela Wood, Bart Dominus | Charlene Ray  Bart Dominus  Pam Wood  Stephen McDonnell (treasurer)  Megan Maurer (assistant treasurer) |
| Nominating Committee  Naming Committee\*  (see below) | 4; ideally two will be serving their first year, two their second | 2 years, renewable once | * Fills positions and committees in Monthly Meeting by asking people what they would like to do, getting suggestions, and searching for (possibly hidden) talents * In December, presents nominations for positions and committees to Business Meeting, for final approval in January * Meets as needed, but more frequently in the fall * All members of Nominating Committee who are members of the Society of Friends also serve on Quarterly Meeting Nominating Committee, which meets about four times per year * \*Members of the Nominating Committee are themselves nominated by a Naming Committee (which is established/confirmed by Ministry and Counsel). The Naming Committee brings names to the business meeting for approval. **The current Naming Committee is Ernestine Buscemi and Jason McGill (affirmed May 2021).** | 1st term to 2021  **Peter Beck Mason Jenkins**  -------------------------  1st term to 2022 **Bryan Oettel, Robert Renwick** | **2nd term to 2023**  Mason Jenkins (clerk)  **1st term to 2022**  Bryan Oettel  Robert Renwick  **1st term to 2023**  Scott Blumenthal  **Partial term to December 2021**  Nancy Britton |
| Ministry and Counsel Committee | 10, including Clerk of the Meeting; | 3 years, renewable once | * Is concerned with the pastoral care of the Meeting * Recommends acceptance and release of members, for approval by Business Meeting * Oversees marriages * Appoints clearness committees as needed * Visits the sick and counsels those in need of pastoral care * Arranges programs and retreats on Quaker topics * Arranges an audit of the Treasurer’s annual report before the report is presented to the March Business Meeting * Considers requests for scholarships and travel assistance to Quaker events * Considers requests for financial assistance from the John Bohne Memorial Fund * Ideally the terms of three will expire each year | 2nd term to 2023  Ed Elder (clerk), ~~Karen Taborn (~~released), Tom Goodridge,  --------------------------  **David Fletcher** (1st term ends 2021), **Charlene Ray** (2nd term ends 2021), **Jerry Reisig**,(partial 1st term ends 2021)  ---------------------------  1st term to 2022  Ron Rieder, Jason McGill, Pamela Wood | **2nd term 2021-2024**  -David Fletcher  -Jerry Reisig  **1st term: 2021-2024**  -Ernie Buscemi  **Continuing (2nd term 2020-2023):**  -Ed Elder (clerk)  -Tom Goodridge  **Continuing (1st term to 2022):**  -Ron Rieder  -Jason McGill  -Pamela Wood  **Morningside Clerk (to 2022)**  Jane Alexandre |
| Communications and Website Committee | 4-5, flexible | 1 year, renewable | The committee is first and foremost focused on helping Morningside members and attenders and distant Friends maintain a sense of community via email, newsletters, the site, mailings, and other forms of communication.  We meet on a regular basis to ensure that we’re helping Morningsiders with their communication needs, whether it involves writing monthly newsletters to assisting with a zoom meeting set-up.  We maintain an up-to-date roster of all members & attenders with the help and guidance of Ministry & Counsel. That roster is shared with the meeting on a yearly basis via email and mail delivery.  We regularly review the website and other digital means of communication so that those avenues are delivering important information to Friends within the meeting.  We help the clerk, other committees, and individual Friends with their communication needs, such as assisting with zoom meeting scheduling, sending out emails, etc.  We keep our focus on delivering important information about the meeting and Quakerism so that the Meeting maintains its spiritual life.  We manage the meeting’s social media platforms such as Facebook, Instagram, Twitter, making sure that they reflect our Quaker values and testimonies.  We listen to Friends and help them find ways of promoting messages important to Quakers.   * Prepares and distributes the monthly newsletter, issued September through June, which includes the minutes of the Monthly Meeting with a Concern for Business, the calendar, and articles or announcements that may be submitted * Editor assembles and formats the newsletter for copying | Bryan Oettel (Convenor), Emily Bishop, Corona Machemer, Kathy Stackhouse, Derek McIver | Bryan Oettel (clerk)  Scott Blumenthal Kathy Stackhouse |
| Librarian | 1-3, flexible | 1 year, renewable | * Maintains library and coordinates lending of books * Coordinates the selection and purchase of books with New York Yearly Meeting’s annual $50 contribution from the Mosher Fund | \*Sally Campbell | Sally Campbell |
| Library Committee | 1-3 flexible | 1 year renewable | * Makes literature such as Faith and Practice and various other pamphlets available to Meeting attendees * Arranges the literature table before each Meeting for worship and stores the literature after Meeting | Jane Alexandre, Corona Machemer, Richard Schmidt | Corona Machemer Richard Schmidt Joyce Richardson |
| Peace and Social Concerns Committee | 8-12 | 1 year, renewable | According to *Faith and Practice*, a committee is a group of individuals who meet under appointment and out of a calling or concern with the responsibility for being particularly aware of some aspect of the life of the meeting. One of the ways Morningside Monthly Meeting participates in the work of the Spirit in the world is through the Peace and Social Concerns Committee.  The function of the Committee is to engage with the Meeting in understanding and implementing Friends’ testimonies and principles as they bear upon public issues. While this function includes overseeing the Meeting’s relationship with national and international Quaker organizations concerned with these matters, most of the Committee’s work derives from the passions and concerns—the leadings—of individual Morningside members and attenders, who bring these to the Committee for discernment. To facilitate this, all meetings of the Committee are open to all.  After discernment on an issue, the Committee may bring information and recommendations for action to the Meeting. The committee also considers concerns that arise from Meeting for Worship with a Concern for Business. It may, with the Meeting’s approval, act in the name of the Meeting on specific matters. The committee may assign areas of concern to subcommittees, which may be formed or laid down as appropriate.  The Meeting assigns a substantial portion of our annual budget to support local hands-on organizations, the wider Quaker fellowship, national/international political/social action groups, and special projects identified as concerns of the Meeting. Discernment as to the assignment and distribution of these funds is part of the work of the Peace and Social Concerns Committee.    Any Morningside member or attender can bring a concern to the committee for consideration for support. The discernment of proposals for funding through our budget of projects in any category involves one or more of the following four criteria:   * 1. Active Morningside members and attenders are directly involved.   2. The contribution represents seed money for a new endeavor.   3. The contribution will provide critical funds for the activity—will make a difference.   4. -Political/social action groups we support are those of which we have direct knowledge.   As a rule, Friends who bring forward a concern that is approved for support become the Meeting’s liaison with the organization carrying out the work. Liaisons are responsible for maintaining contact with the organization, keeping the Committee and the Meeting as a whole informed about its activities, and, not least, informing their contact(s) at the organization when funds from Morningside are being sent. While most liaisons are members of the standing P&SC Committee, they need not be. | Corona Machemer and Robert Schwab (Co-Conveners) | Pamela Wood (clerk)  Bob Schwab  Corona Machemer  Jane Alexandre  David Fletcher  Sally Campbell  Ernestine Buscemi  Kathy Stackhouse  June Tano  Charlotte Ehrman |
| Friends’ Committee on Unity with Nature (Friends Earthcare Witness) | 1 Convener and 1 Asst. Convener | 1 year, renewable | * A local group of the North American Quaker FCUN organization. * Other interested Morningside members and attenders are invited to join. The group members work among themselves and with the Meeting at large in understanding and living the goals of FCUN. These goals are: * To search for the life that affirms the unity of all Creation * To apply Friends’ practice to live in deep communion with all life spirit * To be guided by the Light within us to participate in the healing of the Earth * To be a reflective and energetic forum within the Religious Society of Friends to strengthen and deepen our spiritual unity with nature | Tom Goodridge | Tom Goodridge  Robert Renwick |
| Caregivers for Meeting with Children | 4-5, flexible | 1 year, renewable | * During Meeting for Worship at least two caregivers, usually one paid and one volunteer, are available to be with children who may attend. They will also be available during Meeting for Worship with a Concern for Business if requested. * Caregivers and parents work together to consider policies, materials, and activities. * We seek to offer a place of love, bringing our testimonies to life and laughter while allowing each of the children to be themselves, to offer a place where everyone there learns through respect, love, and fun. | Ernie Buscemi, Sally Campbell, Tom Goodridge | Ernie Buscemi  Sally Campbell  Tom Goodridge June Tano |
| Hospitality Committee | 3-4, flexible | 1 year, renewable | * Recruits volunteers to prepare simple refreshments for after Meeting, and forwards list of volunteers to Newsletter Committee * Keeps track of and replenishes general supplies such as cups * Greets newcomers and visitors to the Meeting * Prepares special literature for an Inquirers’ table and speaks with visitors to the table after Meeting for Worship | Joyce Richardson, Charlene Ray, Richard Schmidt, Bryan Wigfall | Richard Schmidt |
| ARCH representative |  |  | * ARCH [Aging Resources Consultation and Help] is a program of the New York Yearly Meeting; * ARCH visitors are trained to help Friends deal with aging or disability-related concerns | A committee of the whole, Charlene Ray (Convenor) | ARCH Visitors: Sally Campbell Kathy Hinton  John Tweddle, Charlene Ray  David Fletcher Schuyler Osborne Bryan Wigfall |
| Riverside Space Committee |  |  | - Scheduling volunteers to welcome members/attenders and to break Meeting at the end of Worship (currently the First Day Coordinators Committee).  - Overseeing technology for the Meeting room, including setting up, operating, and putting away the equipment each Sunday; and coordinating with Riverside when tech challenges arise.  - Serving as the primary contact for facility issues with Riverside Church (currently the Space Committee)  - And, for the foreseeable future, managing COVID-related logistics, including the attendance reservation system, attender/member check-in on 12T, maintaining records of sign-up and attendance, bathroom monitoring, etc. | Ad hoc members:  Jane Alexandre, Katherine Alford, Sally Campbell, Megan Maurer, Jason McGill | Jon Melhaus (clerk)  Scott Blumenthal  Sally Campbell  Robert Schwab  Pam Wood |
| Committee for Prison Ministry |  |  | The Prisons Committee has the Woodbourne Prison Worship Group under its care, a mutual ministry between the men inside and the volunteers. In addition, the committee may, from time to time, inform the Meeting of important legislation affecting incarceration in NY State. | Stephen McDonnell, Ernie Buscemi, David Fletcher, Helen Garay Toppins, Pamela Wood, | -Ernie Buscemi  -David Fletcher  -Helen Garay Toppins  -Pamela Wood |