

SOUTH BELFAST COMMITTEES OCTOBER 2016

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Hospitality Committee October 2016-09-26

Duties

1. Recruit volunteers for after Meeting Coffee Rota
2. Draw up coffee rota & email to volunteers
3. Monthly reminders sent by email (optional)
4. Check levels of tea / coffee / sugar / juice & replenish as necessary
Reclaim expenses from the Treasurer
5. Other events as requested by PM

Eg catering for Monthly Meeting (once per annum)

Catering for Quarterly Meeting (once in two years)

Special events eg social evenings

Soup lunches after Meeting

Clerk of M&O

Job Description

- writing to other meetings when young people going to University
- maintaining the Minute book
- writing annual report
- organising the M&O meetings making sure that the agenda over the year includes :
- making sure Annual Advices are read out
- making sure Pastoral Care responsibilities are divided out
- including provision of discussion/study on M&O agenda
- organising visits to smaller meetings
- putting reps. from M&O to Mthly and Qu. Meetings on M&O agenda
- Nominations
- Checking lists of Members and Attenders
- Visiting 16yr olds

YOUNG PEOPLE'S COMMITTEE

ROLE OF THE COMMITTEE:

To meet regularly to plan / organize / co-ordinate activities for the young people

These include:

- Young people's sessions on Sunday morning
- Looking at ways for children to be included / integrated into the activities and worship of the wider meeting i.e. through All Age Meetings, family Sunday, away days etc
- Social activities for the young people
- Fundraising activities
- Ensure necessary Child Protection and Health Protection forms are filled in (and any other necessary forms i.e. for web pages)

Role of the convener:

- To organize regular meetings of the Committee and set the agendas
- Chair meetings
- To ensure minutes are taken
- To keep committee membership under review
- To contribute to the Meeting's annual report
- To be point of contact for correspondence
- To hold relevant forms
- Welcome new families
- Keep contact list of families attending meeting

SOUTH BELFAST PREMISES COMMITTEE

This committee usually meets 3 - 4 times a year (more frequently if major work is being considered/on-going).

Regular Responsibilities

- Cleaning - ensuring all the rooms in the Meeting House are cleaned on a regular basis through the employment of a cleaner(s). There is a file maintained in the cleaners' cupboard which lists the duties and which is signed and dated by the cleaners every time they work. Reviewing rate of hourly payment annually. The current cleaner has taken on the responsibility of ordering cleaning supplies etc.
- Window cleaning - employing contractor and ensuring bills are forwarded to Treasurer
- Gardening - employing contractor and ensuring bills are forwarded to Treasurer
- Fire Precautions including ensuring fire extinguishers and alarm system are checked and serviced annually and a fire drill is held
- Health and Safety including the appropriate checks of electrical items, that salt/grit is available for the car park if required in icy weather.
- Boiler servicing - ensuring this is done annually
- Piano Tuning
- Clocks including time clock for central heating - ensuring batteries are replaced as required and are set to correct time
- Repairs and maintenance - dealing with all repairs employing relevant contractors as required, purchasing equipment/furniture needed for the Meeting
- Major building/other work as required by PM - obtaining proposals/plans estimates as required and checking that any such work is carried out within time and budget.

Keeping a premises file up to date

SOUTH BELFAST MEETING LIBRARY

1 To help the members of the Meeting to access material on Quaker life and practice that may not be easily available to them from other sources.

- a. To provide up to date journals Quaker journals
- b. To keep up to date with new material and arrange ordering of books and resources.
- c. To work in conjunction with members of the committee for young people and M&O to provide material as needed for special reasons eg course, areas of specific interest.

2 To encourage use of the library

- a. Through the meeting website library section, occasional oral presentations and news sheets
- b. Through highlighting different topics and the relevant books held by the library
- c. Through providing material for the website
- d. Through seeking recommendations for new books
- e. Through reviewing the role of the library occasionally in conjunction with others in the Meeting.

3 To maintain records of books and papers held and new material bought

- a. To carry out occasional audits maintenance and archiving of material.
- b. To ensure records of borrowed books are kept and periodically checked.
- c. To seek return of missing books
- d. To look at ways of making the resources more accessible through the database and eg the book trolley.

Note prepared by Myra Skipper, previous convenor of the Library committee and leader of the group who conducted a thorough audit and built the library database. The present committee has been less active for various reasons but maintains the structures and processes then established.

Job Description of the work of "Sanctioning Use of the Meeting House"

The Booking Clerk receives regular enquiries regarding using the Meeting House for "outside" activities by individuals and groups unconnected with the Meeting. We have prepared an introductory information sheet to assist those increasing numbers of enquiries which are initially received by the Website managers. Some information, which includes the need to have professional indemnity insurance in place and the limitations of availability, is given along with the contact details of the Booking Clerk if they wish to pursue the matter further.

The Meeting Website has much reduced the use of "Sanctioning the Use of Meeting House" committee. There are very few enquiries where the Booking Clerk wishes to double check suitability or has any uncertainty about the suitability. One example in the past was an enquiry from a controversial ex clergyman, another an enquiry re. setting up a childrens nursery and another a request by non Quakers to use the Meeting House as a wedding venue.

The committee consists of the Booking Clerk, and 2 active Friends. The *criteria which are applied in their considerations include that the Meeting House is not used for activities contrary to the spirit of Quaker testimonies or to the identity of the Meeting.*

If the committee remained in doubt, the matter would be referred to the Ministry and Oversight committee for guidance.

South Belfast Preparative Meeting

Finance Committee

Roles and Responsibilities

Convenor

- To convene meetings (at least 4 times per year)
- To prepare agenda with input from other committee members
- To write & distribute minutes
- Ensure that the Annual report & accounts are prepared & sent to Clerk in advance (2 weeks) of Special PM for distribution to the Meeting .

Treasurer

- Deposit, manage and distribute money and contributions
- Record income, expenditure and resources
- Carry our checks and reconciliations e.g. bank account and petty cash
- Retain cash books and vouchers
- Maintain oversight of investments
- Maintain oversight of tax effective methods of managing MH finances
- Keep Finance Committee and PM informed about finances every 3 months
- Produce reports and accounts annually & report to finance committee quarterly
- Liaise with Assistant Treasurer/collector re. members donations
- Liaise with the Committee members re preparing annual Budget
- Prepare Gift Aid returns (with Asst Treasurer)

Assistant Treasurer/Collector

- Maintain up to date list of Members and Attenders who donate to the Meeting on a regular basis and review this list annually
- Liaise with Ministry and Oversight re attendance and consult with them about Friends' circumstances in relation to their ability to contribute financially to the Meeting
- Encourage regular, and where possible, tax-effective giving by more Members and Attenders, using a personal approach where appropriate
- From time to time prepare and circulate letters to ask Friends to contribute regularly to Meeting or to consider an increase in the amount they give (ref Advices and Queries)
- Be available to answer queries from Members/Attenders on giving to the Meeting
- Assist the Treasurer with the preparation of Gift Aid returns

Finance Committee member with responsibility for Room Hire

- Deal with all enquiries relating to booking the Meeting House
- Liaise with the relevant committee in relation to enquiries from organisations/individuals who have not used the premises before
- Send out booking forms and information as required
- Keep bookings up-to-date on calendar
- Receive cheques and ensure payments agree with booking made
- Confirm with Treasurer that relevant bank transfers have been made and the amounts agree with bookings made
- Send out receipts and maintain cash book and receipt book for lettings
- Pass on cheques and receipt counterfoils to Treasurer
- Keep records and arrange payments to the Caretaker on regular basis
- Review charges from time to time and make recommendations to the Finance Committee on scale of charges
- Report to Finance Committee quarterly

General Committee

- Estimate annual cost of running the meeting
- Estimate a provision for major repairs, maintenance and replacement of capital items
- Review expected payments during ensuing year
- Assess expected annual income
- Note the amount of financial resources held in reserves.
- Develop a reserves policy
- Together with the Meeting develop priorities in spending for the ensuing year
- Prepare & present a draft budget to Special Preparative Meeting for its approval
- Consider developing an ethical investment policy statement for our Meeting
- Keep up to date with information issued by the Charities Commission NI e.g. Statement of Recommended Practice SORP & of all relevant developments and assist where necessary in any policy development and / or technical changes resulting from such developments

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Burial Ground Committee

1. To look after the management of the burial ground at Balmoral, ensuring the site is well kept and plots for burial identified
2. To respond to Quaker families regarding burials and to facilitate a meeting with them to identify a burial plot
3. To liaise with the grave digger preparing the plot
4. To have a presence at every burial, if possible, and ensure all is in order
5. To ensure headstones and plaques meet our agreed standards
6. To collect fees relating to burials
7. To answer outside enquiries regarding request for burials and the placing of plaques
8. The committee meets about 3 times a year

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DOORKEEPERS' DUTIES

BEFORE MEETING

The doorkeeper's job is to prepare the meeting room for worship

1. Arrive around 10.15. Unlock.
2. Check that all the outer doors (emergency exit, back door and both doors in the back room) have been secure while the building has been unoccupied.
3. In cold weather switch the heating down to override the central heating system. Open a window if necessary.
4. In icy conditions grit the area immediately outside the meeting house. Grit is kept in the cupboard opposite the kitchen.
5. Check that the cars parked in the car park have permission to do so. If a car is not known there are polite notices to be placed on the windscreen. These are kept in the left hand bookshelf.
6. If building has been used for music exams remove any notices left by the Associated Board and place in the kitchen.
7. Turn on hearing loop. Ensure collection bowl is out, and relevant books are on the table.
8. Check seating is neatly set out, ensuring there is space for wheelchairs. Ensure that the pink chairs and armchairs are dispersed around the circle.
9. Place water and some glasses on the central table.
10. Check visitor's book (kept on a shelf in the bookcase) is on the lobby table opposite the meeting room door. The greeting of visitors is not a doorkeeper's duty and should be handled by a member of M&O. However be ready to act when no Elder or Overseer is available. Leaflets are on the lobby table if needed.
11. Check the post box and if recipient is present make sure that he/ she receives this. Otherwise place mail on the board beside the front door.
12. Try to encourage Friends into meeting in good time. Remind inadvertently noisy Friends that meeting has begun and that quiet is necessary in the lobby

During Meeting

The doorkeeper's job is to deal with latecomers and ensure that there are no interruptions from outside during meeting.

13. Stay outside in the lobby until 10.55, ensuring latecomers enter with minimum disruption.
14. Lock the front door and thereafter keep an ear open for anyone arriving.
15. When children are due to come in at 11.30 make sure they do not enter during vocal ministry.

After Meeting

The doorkeeper's job is to ensure that the Meeting House is left securely locked.

16. Turn off lights and heating. Switch off hearing loop. Close windows (check all rooms that might have been used). Collect hassocks.
17. The collection should be gathered by the treasurer or assistant treasurer. If not, count and record in the book and place in the filing cupboard in the new room. The key for this is kept in the cupboard opposite the kitchen.
18. Put away visitor's book.
19. Check that all the outside doors are securely fastened – this is very important when other rooms have been in use.
20. Check on doorkeeper's sheet which colour of bin is to be put out to the gate.
21. Leave and lock up – if there is a committee meeting or discussion group it is reasonable to ask someone else to lock up.
22. Fire Drill Procedure:

This is normally carried out annually and by agreement with the doorkeepers. The doorkeeper on duty on fire drill day is responsible for ensuring everyone is outside following the alarm. In the event of a real fire doorkeepers should

(a) shepherd friends to a safe area of the car park, and (b) try to ensure cars are moved as quickly as possible out of the car park to facilitate fire service vehicles.