



Bucks Quarterly Meeting



2022 Handbook



George School • Box 4477
Newtown, PA 18940
215-867-9557
www.quakersbucks.org



Table of Contents

Bucks Quarter Friends Meetings	2
Monthly Meeting Clerks	3
Quarterly Meeting Contacts	3
2022 Quarterly Meeting Schedule	4
Friends Schools and Facilities	5
Philadelphia Yearly Meeting Staff	6
Philadelphia Yearly Meeting Leadership	6
Quaker Organizations	7
Monthly Meeting Appointments	8
Quarterly Meeting Committee Appointments	9
Quarterly Meeting Position and Committee Descriptions	10

The information in the Bucks Quarterly Meeting Handbook is intended for Friendly use only.

We strive for accuracy; please email Wendy Kane, Bucks Quarter Coordinator,
at quakersbucks@gmail.com with any corrections

Bucks Quarter Friends Meetings

Bristol Meeting (BR)

235 Market Street (location)
P.O. Box 1273 (mail)
Bristol, PA 19007
Meeting for Worship: 10:00 am 4th Sunday
Meeting for Business: 4th Sunday

Buckingham Meeting (BU)

5684 York Road (location)
P.O. Box 76 (mail)
Lahaska, PA 18931-0076
Meeting for Worship: 10:30 am (Singing 10:15)
Meeting for Business: 2nd Sunday

Doylestown Meeting (DO)

95 East Oakland Avenue
Doylestown, PA 18901
Meeting for Worship: 10:00 am
Meeting for Business: 2nd Sunday

Fallsington Meeting (FA)

9300 New Falls Road
Fallsington, PA 19054-1816
Meeting for Worship: 11:00 am
Meeting for Business: 1st Sunday

Lehigh Valley Meeting (LV)

4116 Bath Pike (location)
Bethlehem, PA 18017
P.O. Box 20827 (mail)
Lehigh Valley, PA 18002-0827
Meeting for Worship: 9:30 am/10 am Summer
Mid-week: 8:00 pm Wednesday
Meeting for Business: 2nd Sunday

Makefield Meeting (MA)

877 Dolington Road
Newtown, PA 18940
Meeting for Worship: 10:00 am
Meeting for Business: 2nd Sunday

Middletown Meeting (MI)

453 W. Maple Avenue
Langhorne, PA 19047
Meeting for Worship: 11:00 am/10 am July/Aug
Mid-week: 7:00 pm Wednesday
Meeting for Business: 1st Sunday

Newtown Meeting (NE)

219 Court Street (location)
P.O. Box 224 (mail)
Newtown, PA 18940
Meeting for Worship: 11:00 am/10 am June-Aug
Meeting for Business: 1st Sunday

Plumstead Meeting (PL)

4914 -A Pt. Pleasant Pike
Doylestown, PA 18902
Meeting for Worship: 9:30 am
Meeting for Business: 2nd Sunday

Quakertown Meeting (QU)

290 White Bridge Road (location)
P.O. Box 520 (mail)
Quakertown, NJ 08868
Meeting for Worship: 10:30 am
Meeting for Business: 2nd Sunday

Solebury Meeting (SB)

2680 Sугan Rd
New Hope, PA 18938
Meeting for Worship: 10:00 am
Meeting for Business: 2nd Sunday

Southampton Meeting (SH)

710 Gravel Hill Road
Southampton, PA 18966
Meeting for Worship: 10:00 am
Mid-week: 7:30 pm Tuesday
Meeting for Business: 4th Sunday

Wrightstown Meeting (WR)

535 Durham Rd
Newtown, PA 18940
Meeting for Worship: 10:00 am
Meeting for Business: 2nd Sunday

Yardley Meeting (YA)

65 North Main Street
Yardley, PA 19067
Meeting for Worship: 10:00 am
Meeting for Business: 2nd Sunday

Bucks Quarter Monthly Meeting Clerks

Bristol	Paul Shaffer	215-788-3319	pws@seas.upenn.edu
Buckingham	Bethann Morgan	267-544-7371	morganbethann@yahoo.com
Doylestown	Lisa Wildman Liz Fritsch	215-348-2320	lisawildmanmusic@gmail.com lizfritsch1@gmail.com
Fallsington	Amy Duckett Wagner	215-736-1277	fallsingtonquakers@gmail.com
Lehigh Valley	Louise Young	610-691-3411	lvmcclerk@gmail.com
Makefield	Jerry Taylor	215-493-1147	jerry.taylor35@verizon.net
Middletown	Lance Mervine	215-757-5500	langhorneclerk@gmail.com
Newtown	Mark Ratliff	215-968-1655	clerk@newtownfriendsmeeting.org
Plumstead	Dafydd Jones	215-262-6040	info@dafyddjones.com
Quakertown	Pat Stover	908-735-0353	pats.628@comcast.net
Solebury	Marian Hepburn	609-731-5706	marian.hepburn@gmail.com
Southampton	Stephen Moyer	570-234-7762	smoyer@moyermanagement.com
Wrightstown	Drew Augenblick (interim)	215-968-9900	daugen13@hotmail.com
Yardley	Marna Matthews	215-493-5376	marna.matthews@verizon.net

Bucks Quarterly Meeting Contacts

Coordinator	Wendy Kane	Newtown Meeting	quakersbucks@gmail.com
Clerk of the Quarter	William Daly	Middletown Meeting	dalyw@dalywebandedit.com
Recording Clerk	Terry Christensen	Newtown Meeting	phys.hist@gmail.com
Clerk of Oversight Committee	Lisa Collins	Fallsington Meeting	lisabcollins@gmail.com
Treasurer	Ed Snyder	Yardley Meeting	ed@mrppplansinc.com
Assistant Treasurer	Jenna Schwoyer	Middletown Meeting	jseuffert@atchadwick.net
Clerk of Budget & Nominating	Leo Fitzpatrick	Wrightstown Meeting	leoffitzpatrick0218@gmail.com
Audit Committee	Doug Meaker Marian Hepburn Alan Gray Elizabeth Hopper	Quakertown Meeting Solebury Meeting Plumstead Meeting Wrightstown Meeting	dwmeaker@aol.com marian.hepburn@gmail.com agray@graylaw.net hoppere@freedomcu.org
Clerk of Outreach Committee	Doug Meaker	Quakertown Meeting	dwmeaker@aol.com
Bucks Food For Friends Volunteer Coordinator	Carol Richardson	Newtown Meeting	c.richardson@cbHearthside.com
Chandler Hall Worship Services & Auxiliary	Kathie Parry	Middletown Meeting	jkparry1@comcast.net
PYM Nominating Committee	TBD		

2022 Quarterly Meeting Schedule

Date Meeting	Monthly Meeting Annual Reports	Regular Quarterly Reports	Other Reports
February 20, 2022 Buckingham Meeting	Doylestown Makefield Quakertown	Coordinator Treasurer	Budget & Nominating: Nominations to PYM Nominating Committee Preliminary Budget for 2022-2023 Annual Report - Outreach Committee Annual Report - Friends Camp Association
May 15, 2022 Doylestown Meeting	Bristol Buckingham Fallsington Lehigh Valley	Coordinator Treasurer Clerk's Annual Report	Budget & Nominating: budget for 2022-2023 Annual Report - Oversight Committee Annual Report - Chandler Hall/Kendal Corp
August 21, 2022 Fallsington Meeting	Middletown Solebury Southampton Wrightstown Yardley	Coordinator Treasurer Treasurer's Annual Report	Annual Report - Bucks Food for Friends Annual Report - United Friends School
November 20, 2022 Lehigh Valley Meeting	Newtown Plumstead	Coordinator Treasurer Auditor's Report	Budget & Nominating - Quarterly Meeting nominations Annual Report - Peace Fair Annual Report - Friends Village

Looking Ahead to 2023 and 2024				
February 19, 2023 Middletown Meeting	May 21, 2023 Plumstead Meeting	August 20, 2023 Newtown Meeting	November 19, 2023 Quakertown Meeting	February 18, 2024 Solebury Meeting

Friends Schools & Facilities in the Bucks County Area

Bucks Quarter Coordinator

Wendy Kane
440 South State Street F8 (office)
Newtown, PA 18940
215-867-9557
quakersbucks@gmail.com
PO Box 4477 George School (mail)
Newtown, PA 18940
www.quakersbucks.org

Buckingham Friends School

8684 York Rd (location)
PO Box 158 (mail)
Lahaska, PA 18932
215-794-7491
Paul Lindenmaier, Head of School
plindenmaier@bfs.org
Michael Godshall, BFS Board Clerk
www.bfs.org

Camp Onas

609 Geigel Hill Road
Ottsville, PA 18942
610-847-5858
Holly & Matt Hecht, Directors
friends@camponas.org
Scott Hoskins, Friends Camp Assoc. Board Pres.
www.camponas.org

Chandler Hall

99 Barclay Street
Newtown, PA 18940
215-860-4000
John Whitman, CEO
Paul Sheehan, Board Chair
www.Ch.kendal.org

Friends Village

Paxson Campus:
50 S. Congress Street
Newtown, PA 18940
215-968-3346
Styler Campus:
331 Lower Dolington Road
Newtown, PA 18940
215-968-9222
Chiyo Moriuchi, Executive Director
cmoriuchi@fhvpa.org
Terry Christensen, Board President
www.friendshomeandvillage.org

George School

1690 Newtown-Langhorne Rd
PO Box 4000
Newtown, PA 18940
215-579-6500
Sam Houser, Head of School
www.georgeschool.org

Newtown Friends School

PO Box 978
Newtown, PA 18940
215-968-2225
Dana Harrison, Head of School
DHarrison@newtownfriends.org
www.newtownfriends.org

Pennswood Village

1382 Newtown-Langhorne Road
Newtown, PA 18940
215-968-9110
Dan Murray, CEO
info@pennswood.org
www.pennswoodvillage.org

The Quaker School at Horsham

250 Meetinghouse Road
Horsham, PA 19044
215-674-2875
Alex Brosowsky, Head of School
abrosowsky@quakerschool.org
David Charles, Board President
www.quakerschool.org

United Friends School

1018 W Broad Street
Quakertown, PA 18951
215-538-1733
Daena Berdough, Head of School
dberdough@unitedfriendsschool.org
www.unitedfriendsschool.org

Wrightstown Friends Nursery School

PO Box 293
Penns Park, PA 18943
215-534-8832
Bill Sharp, Clerk of School Committee
wrightstownfriends.org

Philadelphia Yearly Meeting Staff

Aging Support Coordinator	Sheila Sorkin	ssorkin@pym.org	215-241-7068
Associate Secretary for Advancement and Relationship	TBD		
Associate Secretary for Business and Finance	Linell McCurry	lmccurry@pym.org	215-241-7205
Associate Secretary for Program and Religious Life	Zachary Dutton	zdutton@pym.org	215-241-7008
Community Engagement Coordinator	Olivia Brangan	obangan@pym.org	215-241-7238
Data and Logistics Coordinator	Mary Walsh	mwalsh@pym.org	215-241-7234
Director of Grantmaking	Nicholas Gutowski	ngutowski@pym.org	215-241-7218
Friends Counseling Service	Janaiki Spickard-Keeler	friendscounseling@pym.org	215-241-7019
General Secretary	Christie Duncan-Tessmer	cduncan-tessmer@pym.org	215-241-7210
Inclusion and Belonging Coordinator	Afroza Hossain	ahossain@pym.org	
Web Manager	Malcolm McAtee	mmcatee@pym.org	215-241-7215
Youth Religious Life Coordinator	Melinda Wenner Bradley	mwennerbradley@pym.org	215-241-7171

Philadelphia Yearly Meeting Leadership

Co-Presiding Clerks	Frank Barch Jean-Marie Prestwidge Barch	barch@pym.org
Treasurer	Andrew Anderson	andrewbanderson@hotmail.com
Quaker Life Council Clerk	Anthony Stover	astover@pym.org
Administrative Council Clerk	Jim Waddington	jwaddington@pym.org
Interim Nominating Council Clerk	Terri Whiteford	twhiteford@pym.org
Anti-Racism Collaborative	Wanda Wyffels	wwfels@gmail.com
Eco Justice Collaborative	Pat Finley Ruth Darlington	finleyp2932@gmail.com rdarlington@gmail.com
First Contact Reconciliation Collaborative	sandra boone murphy	aliibiondi@gmail.com
FWCC and Other World Relations	Amy Duckett Wagner	amyduckettwagner@gmail.com
India Friends Collaborative	Jack Walz	jonow47@yahoo.com
Legislative Policy Collaborative	Mary Lou Hatcher Deb Hejl	MLHatcher55@hotmail.com deb.hejl@gmail.com
Middle East Collaborative	Sandy Rea	drsandyrea@hotmail.com
Nuclear Disarmament Collaborative	Bill Cozzens	william.cozzens@alumni.penn.edu
Spiritual Formation Collaborative	Susan Thompson Diane Kessler	sthompson@healthfederation.org ddusie13@yahoo.com

Quaker Organizations

Philadelphia Yearly Meeting

1515 Cherry Street
Philadelphia, PA 19102
General Secretary: Christie Duncan-Tessmer
800-2200-PYM
pym.org

American Friends Service Committee

1501 Cherry Street
Philadelphia, PA 19102
General Secretary: Joyce Ajlouny
215-241-7000
afsc.org

Arch Street Meetinghouse

320 Arch Street
Philadelphia, PA 19106
Executive Director: Sean Connolly
215-413-1804
historicismh.org

Burlington Quaker Meeting House and Center for Conference

340 High Street
Burlington City, NJ 08016
Admin. Director: Catherine "Cie" Stroud
609-387-3875
burlmhcc.org

Earth Quaker Action Team (EQAT)

4510 Kingsessing Avenue
Philadelphia, PA 19143
eqat.org

Friends General Conference (FGC)

1216 Arch Street #2B
Philadelphia, PA 19107
General Secretary: Barry Crossno
215-561-1700
Bookstore: 800-966-4556
fgcquaker.org

Pendle Hill Study Center

338 Plush Mill Road
Wallingford, PA 19086
Executive Director: Francisco Burgos
610-566-4507
Bookstore: 800-742-3150
pendlehill.org

Friends Committee on National Legislation (FCNL)

245 Second Street NE
Washington, DC 20002
General Secretary: Bridget Moix
800-630-1330
FCNL.org

Friends Council on Education

1507 Cherry Street
Philadelphia, PA 19102
Executive Director: Drew Smith
215-241-7245
friendscouncil.org

Friends Journal

1216 Arch Street 2D
Philadelphia, PA 19107
Executive Director: Gabriel Ehri
215-563-8629
friendsjournal.org

Friends Historical Association

c/o Haverford College Library
370 Lancaster Avenue
Haverford, PA 19041
484-471-7169
quakerhistory.org

Friends Historical Library - Swarthmore

500 College Avenue
Swarthmore, PA 19081
Curator: Jordan Landis
610-328-8496
swarthmore.edu/friends-historical-library

Friends Rehabilitation Program

704 West Girard Ave
Philadelphia, PA 19123
Executive Director: Andrew Anderson
215-825-8800
www.friends-frp.com

Friends World Committee for Consultation - Section of the Americas

1506 Race Street
Philadelphia, PA 19102
Executive Secretary: Robin Mohr
215-241-7250
fwccamericas.org

Bucks Quarter Monthly Meeting Appointments

	Burial Grounds	Library	Newsletter/ Communications	Nominating
BR	Paul Shaffer	N/A	N/A	N/A
BU	Peter Ray	OPEN	OPEN	Carla Davis-Cunningham
DO	N/A	Diana Morris-Bauer	Peter Schiano	Wendy Steginsky
FA	Lisa Collins	N/A	Liza DiMino	Tom Wells
LV	Jorge Torres	Dianna Walls	Lynn Van Dyke Ann Carter	Nancy Johnston
MA	Jerry Taylor	Maia Simon	Andrea Moise	Jane Fox Laquer
MI	James Newbold	N/A	Robin Hipple	Deborah Newbold Kathy Corley
NE	Sharon Hulihan Wendy Kane	Sharon Hulihan	Sharon Hulihan	Rebecca Bancroft
PL	Peter Ray	N/A	Elyse Fox	N/A
QU	Dennis Wolf	N/A	N/A	Dennis Wolf
SB	John Kellogg	Jane Kornhaber	N/A	Lynne Feldman
SH	N/A	Bill Dockhorn	Carolyn Peters Michener	All Members & Attenders
WR	Jeff Cogshall	Nelson Camp	Anne Porter	Bob Leipholtz
YA	Jerry Taylor	Betsy Cadwallader	Ed Snyder	Ted Taylor

	Outreach	Pastoral Care	Peace & Social Concerns	Property
BR	Paul Shaffer	All Members & Attenders	Jim Fine	Paul Shaffer
BU	OPEN	Grace Scott Tim Cunningham	Mariah Godshall	Phil Getty
DO	N/A	Jen de Richemond	John Baker	Dave Crosman
FA	Amy Duckett-Wagner	Sue Madiera	Tom Wells	Bill Schier Mike Caro
LV	Nancy Johnston	Dena Davis	Susan Jordhamo Mimi Lang	Jim Hauser John Frey
MA	Andrea Moise	Maia Simon	Jerry Taylor	Jerry Taylor
MI	OPEN	Robin Hipple	OPEN	David DiMicco
NE	Brad Sheeks	Susan Hoskins	Matt Chandler	Mark Haber
PL	OPEN	Beth Taylor	Beth Taylor	EJ Herczyk
QU	Lisa Uchrin	All Members & Attenders	Lisa Uchrin	Gerry Kirwan
SB	John Beacher	Bob Holt	N/A	John Mathieu Stuart Wisse
SH	Stephen Moyer	All Members & Attenders	John Magee	John Magee
WR	Michelle Hunter	Barbara Barsky	Steven Fries	Lois Wilson Thompson
YA	Ed Snyder	Linda Jacobs Snyder	Lisa Darnowsky	Drew Sites

	Recorder of Membership	Religious Ed	Treasurer	Worship & Ministry
BR	Mercy Ingraham	N/A	Jim Fine	N/A
BU	Pam Caprio	Lucy Dubas	Tim Cunningham	Tim Cunningham Grace Scott
DO	Cookie Biggs	Gail Linenberg	Ken Miller	Maggi Boyer
FA	Jonathan Snipes	Susan Snipes-Wells Melanie Douty Snipes	Bill Schier	Neil Vance
LV	Lois Sunflower	Debbie Orben Rebecca Louden Martha Christine	Christine Murray	Cathy Gumlock
MA	Maia Simon	Andrea Moise	Elsie Wright	Andrea Moise
MI	Jerry Belew	Eugene Sonn Nancy Pickering	Kristine Michael Sheffer	Robin Hipple
NE	Andy Rowan	Annemarie Hindman Marguerite Chandler	Rich Richardson	Tim Mammel
PL	Carol Hey	Beth Taylor	Alan Gray	OPEN
QU	Ramona Kirwan	Ramona Kirwan	Gerry Kirwan	Dennis Wolf
SB	John Kellogg	Greg Kornhaber	Lisa Parry Becker	Abigail Meletti Lynne Feldman
SH	Bill Dockhorn	Carolyn Peters Michener	Jim Michener	Carolyn Peters Michener
WR	Alice Maxfield	OPEN	Lincoln Merwin	Sam Hartman
YA	Tricia Cosia	Carol Seuffert	Ted Taylor	Sarah Crofts

Bucks Quarter Committee Appointments

	Oversight	Budget & Nominating	Outreach	Peace Fair
BR	OPEN	OPEN	Paul Shaffer	
BU	Bethann Morgan	OPEN	OPEN	Tim Cunningham
DO	Ruth Schemm	Liz Fritsch	OPEN	
FA	Lisa Collins	OPEN	Amy Duckett Wagner	Paul Kramer
LV	Rick Dow	Rob Root	Nancy Johnston	
MA	Jerry Taylor	Jules Simon	Jerry Taylor	Jerry Taylor
MI	Bill Daly	Bill Daly Kate Daly	OPEN	
NE	Carol Richardson	Janet Braker	Carol Richardson	Betsy Crofts
PL	Elyse Fox	OPEN	Leslie May	
QU	Gerry Kirwan	Doug Meaker	Doug Meaker	Gerry Kirwan
SB	Marian Hepburn	Lisa Parry Becker	Lynne Feldman	John Mathieu
SH	Carolyn Peters Michener	Bill Dockhorn	Carolyn Peters Michener	Hans Peters
WR	Alice Maxfield	Leo Fitzpatrick	Jeff Cogshall	Nelson Camp
YA	Linda Jacobs Snyder	Ed Snyder	Ed Snyder	Jeff Bishop

Bucks Quarterly Meeting Position and Committee Descriptions

Statement of Purpose

Bucks Quarterly Meeting of the Religious Society of Friends

The mission of Bucks Quarterly Meeting is:

- To help monthly meetings and individuals within the Quarter discern the moving of the Spirit.
- To support the growth of monthly meetings.
- To be a community for sharing of resources and information.
- To present openings received and accepted by the quarterly meetings to the yearly meeting.

According to *Faith and Practice*, page 17: "...Friends call the occasion for conducting business 'meeting for worship with attention to business.' Others call it simply 'meeting for business.' It is also known as 'monthly meeting' because it is usually held once a month. Regardless of the name used for the occasion, the basis for Friends method of reaching decisions is a spiritual one." In the spirit of simplicity and brevity, in this document we will refer to the occasion for conducting business as "meeting for business."

Clerk

Appointment

- Nominated by the BQM Budget and Nominating Committee
- Appointed by the November quarterly meeting for business
- One two-year term
- The term follows the calendar year

Functions

- Works closely with the Coordinator in conducting the business of the quarter.
- In consultation with the Coordinator, prepares the agenda for quarterly meeting for business.
- Conducts quarterly meeting for business.
- Assures the implementation of the decisions of the quarter.
- Responds to communications directed to Bucks Quarter.
- Consults with the Committee of Oversight and/or the clerks of monthly meetings as needed on matters that require decisions between or among quarterly meetings.
- Reports to quarterly meeting on the business conducted between sessions.
- Discusses the quarter's finances with the Treasurer as needed.
- Has signature authority to write checks in the absence of the Treasurer.
- Appoints ad hoc committees as needed to help with the business of the quarter.
- Arranges special meetings of the quarter as needed.
- Interfaces with the yearly meeting as needed.
- Reports annually to the quarter.

Time Required

- Prepares for and conducts quarterly meeting for business the third Sundays of February, May, August, and November.
- Attends clerks, Oversight and Budget and Nominating Committee meetings as an ex-officio member.
- Attends committee meetings as needed.
- Is available for consultation on matters related to the quarter.

Alternate Clerk

Appointment

- Nominated by the BQM Budget and Nominating Committee
- Appointed at the November quarterly meeting for business
- One two-year term
- The term follows the calendar year

Functions

- In the absence of the clerk, conducts quarterly meeting for business.
- Prepares to be clerk of the quarter at the completion of the two-year term.
- Communicates regularly with the clerk on matters of importance to the quarter.
- Assists the clerk in conducting the daily business of the quarter.
- Serves as ex-officio member of Budget and Nominating Committee and the Oversight Committee.

Coordinator

Purpose

- Facilitate greater involvement of young friends in the Religious Society of Friends.
- Facilitate greater involvement of monthly meetings in the quarter and enhance communications between the meetings and the quarter.
- Facilitate the participation of members and attenders in Friends activities and engender a feeling of belonging to the Religious Society of Friends.
- Provide a source of information about the Religious Society of Friends in Bucks Quarter, and provide, as needed, guidance and support in exploring meetings and activities of the Religious Society of Friends.

Reporting

- State observations of the strengths and weaknesses in Bucks Quarter
- Generally, describe the activities and projects engaged with in and around the quarter.

Recording Clerk

Appointment

- Nominated by the Bucks Quarter Budget and Nominating Committee
- Appointed at the November quarterly meeting for business
- Two-year term; no more than three consecutive terms
- The term follows the calendar year

Functions

- Takes the minutes of quarterly meeting for business, and any other quarter committee as determined by the clerk of the quarter.
- Prepares draft minutes of quarterly meeting for business and reviews them with the Coordinator and clerk in a timely manner.
- Circulates the draft minutes to the Oversight Committee for review.
- Reads the draft minutes at quarterly meeting for business as needed, amends them as instructed and provides a copy of the approved minutes to the Coordinator, who will add attachments for the permanent files and distribute to the clerk and recording clerk for their records.
- Assists the clerk upon request.

Time Required

- Approximately seven hours per quarterly meeting

Treasurer

Appointment

- Nominated by the Budget and Nominating Committee
- Appointed by the May quarterly meeting for business
- Two-year term; up to three consecutive terms
- The term follows the fiscal year [July 1 to June 30]

Functions

- Records all monies received and expended by the quarter.
- Along with the clerk, opens and maintains all checking and savings accounts of the quarter.
- Reports to each quarterly meeting, in writing, a profit/loss statement and balance sheet.
- Stays informed regarding receipts and disbursements of monies received by the quarter.
- Discusses the quarter's finances with the clerk, Budget and Nominating Committee, and Coordinator as needed.
- Monitors the budget with relationship to expenditures and reports accordingly.
- Advises the Quarterly Meeting of anticipated problems and/or blessings.
- Prepares the budget for quarterly meeting:
 - Seeks monthly meeting pledges to meet the quarterly meeting budget schedule.
 - Distributes a proposed budget at the February quarterly meeting for business.
 - Revises the proposed budget as directed by the Budget and Nominating Committee.
 - Submits the revised budget to the May quarterly meeting for business for approval.
 - Consults with the Coordinator as needed.
 - Prepares financial documentation and meets with the auditors after the end of the fiscal year, as scheduled by the clerk of the Audit Committee.
 - Prepares a corrective action plan should any be suggested by the Audit Committee.
 - Is an ex-officio member of the Oversight Committee and Budget and Nominating Committee and attends meetings as available.
 - Is responsible for collection of monthly meeting pledges.
 - Reports the quarterly meeting covenant to the appropriate staff at yearly meeting.
 - Processes payroll and benefits for the Coordinator.
 - Keeps assistant treasurer apprised of financial matters.

Time Required

- Attends quarterly meeting for business – 2 hours/quarter.
- Attends the meetings of the Budget and Nominating Committee – 2 hours/quarter.
- Attends the annual Audit Committee meeting – 2 hours/year.
- Attends Oversight Committee meetings – 2 hours/month.
- Ongoing processing of receipts, payments, payroll processing, emails, etc. – 2-4 hours/week.

Assistant Treasurer

Appointment

- Nominated by Budget and Nominating Committee
- Appointed at the May quarterly meeting for business
- Two-year term; up to three consecutive terms
- The term follows the fiscal year

Functions

- Assists the treasurer.
- Acts for the treasurer as needed.
- Prepares to be treasurer of the Quarter.
- Countersigns checks greater than \$10,000.

Time Required

- Attends the meetings of the Budget and Nominating Committee as available

Budget & Nominating Committee

Membership

- One or two appointees from each monthly meeting, ideally a member and an alternate
- The treasurer and assistant treasurer are ex-officio members
- The clerk and alternate clerk are ex-officio members
- The committee may co-opt members of the quarter as needed and appropriate to accomplish specific tasks

Term

- Set by each monthly meeting

Responsibility

- Nominates officers of the quarter and prepares the budget for quarterly meeting approval

Functions

- Reviews quarterly financials.
- Prepares an annual budget for a July 1 to June 30 fiscal year for submission at the May quarterly meeting for business.
- Reviews the performance of the Treasurer annually in February.
- Prepares nominations as needed for the following offices for submission to the November quarterly meeting with terms to begin the following January 1:
 - Clerk of Quarterly Meeting, one two-year term
 - Alternate Clerk of Quarterly Meeting, same term as Clerk
 - Treasurer of Quarterly Meeting, up to three two-year terms
 - Assistant Treasurer of Quarterly Meeting, same term as Treasurer
 - Auditors – three, appointed to staggered three-year terms
 - Members of Philadelphia Yearly Meeting Nominating Committee – appointed to staggered three-year terms, limited to three successive terms
- Works with Coordinator to maintain the Bucks Quarterly Meeting Handbook*, to be distributed at the February quarterly meeting.

Miscellaneous

- Committee clerk selected annually in February, not to serve more than four consecutive terms
- Duties of the clerk include scheduling and conducting meetings of the committee and designating someone to record and communicate minutes from the meeting.
- The clerk reports on the Budget and Nominating Committee at the May and November quarterly meetings and otherwise on request or when the committee has business to bring before the quarter.

**Formerly Bucks Quarter Calendar and Appointments and Bucks Quarter Handbook, now combined into a single document.*

Audit Committee

Appointment

- Three to five members nominated by the Budget and Nominating Committee
- Appointed by the May quarterly meeting for business
- Three-year staggered terms ending June 30
- Members of Bucks Quarter
- No more than one member from any monthly meeting

Functions

- Conducts an annual audit of the financial records of the quarter (fiscal year basis) before October 15th, to assure that the records and accounts are in good order.
- Recommends to the treasurer and Budget and Nominating Committee any changes in business practices deemed desirable.
- Conducts a special audit (non-fiscal year basis) if there is a change in treasurer.
- Prepares a report on the results of the audit and presents the report to the November quarterly meeting.

Time Required

- Normally one meeting a year between the closing of the books for the fiscal year in August and the report to be given at the November quarterly meeting.
- One member, most likely the clerk, must prepare and present the audit report to the Quarter.

Miscellaneous

- It is suggested that the member whose term is about to expire act as clerk.
- The clerk should arrange with the treasurer to receive the necessary records for the fiscal year just past and schedule a meeting of the auditors with the treasurer before October 15th.

Oversight Committee

Membership

- One appointee from each monthly meeting
- The clerk of the quarter, the alternate clerk and treasurer are ex-officio members
- Regular attendance at the meetings of this committee is important

Term

- Term is set by each monthly meeting

Responsibilities

- Oversees and sets priorities for the activities of the Coordinator.
- Advises the clerk of the quarter.
- As needed, advises on, and conducts urgent business of the quarter between quarterly meetings for business.

Functions

- Consults, advises, and considers for approval all plans and programs of action of the Coordinator.
- Consults, advises, and assists the clerk of the quarter.
- Acts as liaisons between the quarter and the monthly meetings.
- Assists the Coordinator with implementation of quarter activities.
- Consults and advises the treasurer.
- Selects a new Coordinator when necessary.
- Evaluates the Coordinator annually.
- Clerk of the committee reports annually to Bucks Quarterly Meeting in May.

Miscellaneous

- A committee clerk is selected by the committee as needed.
- The committee meets on the second Thursday of each month except in July and December.

Outreach Committee

Purpose

- To inform and educate the public about our Quaker faith and activities.
- To attract seekers to our worship community.
- To facilitate the development of more members in all our monthly meetings.

Membership

- One to two appointees from each monthly meeting.
- Any active member or regular attender of a monthly meeting in the Quarter.

Term

- Two-year renewable term; July 1 to June 30

Responsibilities

- Increase visibility of Quakers in the Bucks Quarter region.
- Support efforts of monthly meetings to increase attendance and membership with extra support for meetings in need.
- Educate themselves and Friends in the Quarter on outreach possibilities for the Religious Society of Friends.
- Create, organize, and implement outreach projects.
- Monitor and provide guidance over the Coordinator's maintenance of the website.
- Monitor and provide guidance over the Coordinator's use of social media.

Functions

- Stays informed on current outreach and inreach methods and is open to new possibilities.
- Participates in various community events throughout the Quarter.
- Keeps apprised of the outreach activities of monthly meetings in the Quarter.
- Encourages participation of monthly meetings in outreach activities.
- Provides outreach through Quaker institutions within the Quarter.
- Schedules and conducts Quakerism in a Nutshell workshops as needed.

Miscellaneous

- Committee clerk - selected by the committee.
- Duties of the clerk include scheduling and conducting committee meetings, assigning tasks for committee members to complete, and to be a driving force for outreach for the Religious Society of Friends and Bucks Quarter.
- The committee meets bi-monthly.

Bucks Quarter Peace Fair Committee

Purpose

- To facilitate an annual Fair that promotes harmony in the home, community, environment, and the world.
- To support the peace and other testimonies of the Religious Society of Friends.
- To promote the work being done by area non-profits that are in harmony with Friends testimonies of simplicity, peace, integrity, community, equality, and stewardship.
- To provide an opportunity for area Quakers, especially Young Friends, to work together in fellowship and in support of our testimonies.
- To increase visibility of Quakers in the Bucks Quarter region.

Membership

Members of the Peace Fair Committee will include:

- At least one appointee from each monthly meeting (member or attender).
- Members from the community at large may be approved by the committee.

Responsibilities/Expectations of Members

- Attend meetings of the Peace Fair Committee, approximately once per month from February to October, usually on a weekday evening at the Buckingham meetinghouse.
- Serve as liaisons with their monthly meetings.
- Encourage participation by members of their monthly meetings.
- Volunteer on the day of the Fair.

Term

- As set by each monthly meeting. The Committee recommends at least a 2-year renewable term.

Committee Responsibilities

- To plan and organize the annual Bucks Quarter Peace Fair, including:
 - Oversee and set priorities for the responsibilities and activities of the Peace Fair Coordinator.
 - Recruit and communicate with vendors, exhibitors, and volunteers.
 - Set and enforce policies for exhibiting or vending at the Fair. Exhibitors are to be issue-oriented and nonpartisan.
 - Oversee the promotion and publicizing of the Fair in the wider community.
 - Coordinate the use of the property and operation of the Fair with Buckingham Monthly Meeting and Buckingham Friends School.
 - Provide an opportunity for Young Friends to volunteer at the Fair.
 - Oversee financial transactions of the Fair, which are processed by Buckingham Monthly Meeting on behalf of Bucks Quarterly Meeting. The Fair should be financially sustainable for Bucks Quarterly Meeting.
 - To facilitate operation of the Fair on the Fair day.
- To report to Bucks Quarterly Meeting annually.

Miscellaneous

- The Committee will have a clerk selected by the Committee.
- The Fair employs a paid Coordinator; paid by Buckingham Friends Meeting.
- Bucks Quarterly Meeting and Buckingham Monthly Meeting provide subsidies to the Fair (as of 2017, of \$1,500 and \$1,000, respectively).

Friends Camp Association (Camp Onas)

Founded in 1922, Camp Onas is owned and operated by the Friends Camp Association of Pennsylvania, Inc., which is led by a Board of Directors who meet regularly throughout the year. The Board of Directors is composed primarily of Friends who are members of monthly meetings in Bucks Quarter, with some members recruited by the Board in “at-large” positions. The Board of Directors ensures that Camp Onas carries out its mission and will be positioned to do so for years to come.

For many years each monthly meeting in the Quarter was asked to nominate Friends to serve on the Board of Directors. And while they encourage and welcome recommendations, monthly meetings are no longer required to nominate Friends to serve on the Board; the organization has moved to a self-appointing Board model.

Current Bucks Quarter Friends serving on the Friends Camp Association Board of Directors are:

Ken Blackwell	Yardley
Eli Collins	Fallsington
Amy Connelly	Buckingham
Christine Godshall	Buckingham
Bill Hoblin	Plumstead
Scott Hoskins	Newtown
Katie Hulihan	Newtown
Paul McAndrew	Lehigh Valley
Stephen Kunkle	Solebury
Cheryl Sommer	Wrightstown
Beth Taylor	Plumstead
Jess Walcott	Middletown
Carol Wengert	Wrightstown
David Wright	Makefield

Friends Village

The Friends’ Boarding Home of Bucks Quarterly Meeting welcomed their first three boarders on May 3, 1897. Under the weight of a concern first presented at the yearly meeting held in Philadelphia in 1895, Bucks Quarterly Meeting rented the property of Dr. Lettie A. Smith in Newtown for the establishment of a Boarding Home, for persons of limited means and for others needing care and congenial companionship in their declining years.

In 1898, Edward M. Paxson provided funds for the purchase of a lot on Congress Street in Newtown Borough and the construction of Paxson Hall. The “Home” was completed and transferred to the care of the Bucks Quarterly Meeting in March 1900. The Styer Campus was opened on Lower Dolington Road in 1981 on land donated by Walter “Pop” and Helen Styer.

Today, Friends Village is a small independent living and personal care community. It operates on two campuses and focuses on purpose, community, wellness, and kindness. For many years each monthly meeting in the Quarter nominated Friends to serve on the Board. The organization now has a self-perpetuating Board and selects board members according to the qualities and skills needed. It is committed to remaining a Quaker organization in its values and decision-making and Board members are predominantly members of the Society of Friends.

Current Bucks Quarter Friends serving on the Board are:

Terry Christensen, clerk	Newtown Meeting
David Crosman	Doylestown Meeting
Bill Daly	Middletown Meeting
Linda Heinemann	Newtown Meeting
Renee Noel	Newtown Meeting
Neil Vance	Fallsington Meeting

PYM Nominating Council

Membership

- At least one appointee from each Quarterly Meeting
- Nominated by Budget and Nominating Committee
- Appointed by the November quarterly meeting for business

Term

- Three-year term

Responsibilities

- Nominates, for appointment by yearly meeting, all yearly meeting officers, and members of all the committees who conduct the programs and business of the yearly meeting.

Functions

- Nominates members to serve as officers and committee members for yearly meeting and for yearly meeting affiliated external organizations.
- Meets approximately six times per year or as need dictates.
- Meets Saturday mornings after the conclusion of the PYM joint Council meeting.

Miscellaneous

- Members should be familiar with the functions of yearly meeting offices and committees.
- Members should be familiar with members within their own Quarter.