



Being a Quaker Peace & Social Witness Correspondent

About QPSW Correspondents	2
Why QPSW Correspondents are important	2
Your responsibilities	3
What to do	4
Times of international crisis	6
Our support to you	6
Covering costs	7
Finding out more about Quaker work for Peace & Social Witness	7
Feedback	8
More copies of this pack	8
Leaving the role	8
Contacting QPSW	9

About QPSW Correspondents

As a QPSW Correspondent you will help Friends to witness on peace and social issues by being the main link between your local Meeting and QPSW in London, and between your local meeting and other meetings via QPSW. You will inform your Meetings of opportunities for learning and action, including new resources produced by QPSW, (such as briefings, packs and exhibitions), and help to raise your Meeting's awareness of the work that QPSW undertakes on behalf of Friends. You will also support the treasurer in ensuring that the financial needs of your meeting and the yearly meeting are properly understood by members.

Correspondents are appointed by the local Meeting.

'Local meeting correspondents (4.38.j) receive and distribute news of the work of Britain Yearly Meeting by keeping in touch with.... Quaker Peace & Social Witness. It is equally important that correspondents send local news to Friends and others elsewhere through these central channels....'

The local meeting clerk or convenor should send the name of the correspondent, upon appointment, to the appropriate department.....' (From Quaker faith & practice 8.13)

Why QPSW Correspondents are important

The Framework for Action (2009 – 2014) calls for Friends in Britain to adopt a new way of working which is mutually supportive and deepens our sense of community with one another. Staff involved in centrally managed work, want to share this work with Friends in local meetings and engage their support for it. Friends in local meetings are engaged in many acts of witness and want to share this work or exchange

experience with other Friends. It is also important for us all to continue exploring what the Quaker testimonies to peace, simplicity, equality and truth mean in faith and practice today.

To develop this sense of community and shared work, and to continue with our exploration of the testimonies, we all need to improve the communication and support we give to each other and correspondents are the lynchpin in this. They will be the key point of contact within their local meeting both in terms of understanding and advocating the centrally managed work of Britain Yearly Meeting, and ensuring that the witness work of their local meeting is communicated via QPSW to other local Friends.

Your responsibilities

As correspondent you have seven responsibilities:

- To receive, distribute and enable the effective communication within your meeting of information about the work undertaken by Quaker Peace & Social Witness for and on behalf of Friends, including selecting and presenting relevant information to all members of your local meeting
- To be available as a possible first point of contact for Friends in your Meeting who wish to learn more about the work of QPSW.
- To communicate with QPSW, your Meeting's concerns and local action and to be a first point of contact for QPSW seeking information about your Meeting and its witness
- To support the treasurer in ensuring that the financial needs of the meeting and the yearly meeting are

properly understood by members and that channels exist for giving in a convenient way

- To give feedback to staff at Friends House on the quality and appropriateness of centrally managed communication
- To agree an effective working method with your local meeting clerk that meets the needs of all members of your local meeting
- In all aspects of the role, to support your Meeting in outreach including helping enquirers to explore and understand the witness work of the Society

NB: You do not need to be an expert on peace and social issues, nor are you responsible for organising your Meeting's peace and social witness – this is a collective responsibility of the Meeting as a whole. A QPSW Correspondent is primarily a point of contact. If you have any queries about this, please let us know.

What to do

It is up to you how you fulfil your responsibilities described above and how much time you devote to them. Here are some suggestions:

- Let your Meeting know that you are their QPSW Correspondent. Explain what your responsibilities are and place a note to that effect on your Meeting House notice board. Encourage Friends to contact you if they would like to know more.
- When you receive resources or publications from QPSW, make these available on the Meeting House notice board, table or library as appropriate. If you feel it is appropriate, announce the arrival of the resources

during notices after Meeting. Mark any resources you receive so Friends don't wander off with the Meeting's only copy – more copies can normally be photocopied locally or ordered from QPSW if needed.

- Try to stay in touch with other Friends with similar responsibilities in your Meeting, such any peace and justice group your Meeting may have.
- Try to stay in touch with your Area Meeting Representatives to Meeting for Sufferings and Quaker Life Representative Council, so that they develop an understanding of local witness work and you develop an understanding of how that work fits into the structure of Britain Yearly Meeting.
- Familiarise yourself with the work of QPSW using the resources in this pack. More information is available if necessary (see below).
- Consider how your Meeting House is used for peace and social justice outreach. For example, is your Meeting part of the Yearly Meeting poster scheme? Do you have a peace and social witness notice board? Do you have a place to keep resources for learning and action on peace and social issues?

Please inform QPSW of any changes to your contact details or if you are replaced by another person in this role, so that we can keep our records up-to-date.

Times of international crisis

At times of international crisis, which normally means the threat or use of UK armed forces in a conflict overseas, Friends often ask for briefing information and advice on how to witness for peace most effectively. If and when QPSW provides a briefing with action ideas, it will normally be sent to you, as the QPSW Correspondent, to introduce to the Meeting. We may also send you national Quaker statements or press releases.

Our support to you

We:

- Provide you with this induction pack
- Send you other resources and information on occasion – including information about other local meetings.
- Send you our annual fundraising packs
- Are available to accept and respond to queries by phone, email, fax or post
- Give any correspondence with you a high priority

If you think there are other ways we could support you, please let us know.

Covering costs

You should not incur any costs to yourself as a result of your role. We do not charge for any materials we choose to send to you. For other resources, for example some publications, there may be a charge. We will only send such materials to you at your request and if this is done on behalf of your Meeting, it should cover the cost for you. Additionally, your Meeting might cover some of the costs of your job, such as for telephone, post and photocopying. Talk to your Meeting's Treasurer about this.

Finding out more about Quaker work for Peace & Social Witness

The best source of information about QPSW is our web site (www.quaker.org.uk/qpsw).

Alternatively, paper-based information is available as follows:

- Information cards about QPSW programmes – A5 sized, these are colourful introductions to our current work
- BYM Trustees Annual Report and Accounts
- *Quaker News* – the Yearly Meeting newsletter delivered periodically to all Meetings

Please contact us if you would like copies of any of these papers free of charge.

Feedback

We welcome feedback about our relationship with you and the Correspondents Network in general. Please let us know if there is something you particularly appreciate or something you think we might do differently.

More copies of this pack

An up-to-date version of this pack is available to download from our web site at www.quaker.org.uk/gpsw. Alternatively, please ask us to send you one by post.

Leaving the role

When your period of service as QPSW Correspondent expires, please pass this pack to the Nominations Committee of your local Meeting so that they and future nominees can be informed about the role. A new pack can be obtained from QPSW if necessary.

Please also inform us so we can ensure you are no longer on the QPSW correspondence list.

Contacting QPSW

1. Seeking information

A. If you have access to the Internet:

Please consider checking our website www.quaker.org.uk/qpsw to look for the information you need there before contacting QPSW staff.

B. If you do not have access to the Internet or have any **general queries** not answered on our web site contact:

Elizabeth Payne

Advocacy and Public Relationships Administrator

Friends House,

173-177 Euston Road,

London, NW1 2BJ

Tel No: 0207 663 1158

Email: elizabethp@quaker.org.uk

C. If you have a **query about fundraising** contact:

Rosie Carnall

Quaker Communication and Services

Friends House

173 Euston Road

London

NW1 2BJ

Tel No: 0207 663 1066

Email: rosiec@quaker.org.uk

D. If your **query concerns your role as a Correspondent** in general contact:

Elizabeth Payne

Advocacy and Public Relationships Administrator

Friends House,

173-177 Euston Road,

London, NW1 2BJ

Tel No: 0207 663 1158

Email: elizabethp@quaker.org.uk

E. If your **query concerns a particular peace or social witness topic**:

Use the contact list enclosed to contact the relevant staff member. Please let the staff member concerned know that you are a correspondent.

2. Providing information

We would like to know about any witness work that your meeting has decided to support by minute. Please send a copy of the minute to:

Elizabeth Payne

Advocacy and Public Relationships Administrator

Friends House,

173-177 Euston Road,

London, NW1 2BJ

Tel No: 0207 663 1158

Email: elizabethp@quaker.org.uk

If you are not sure about sending any information to us or think that there is other work that might be of interest to Friends please contact either Anne or Elizabeth in the first instance and we can guide you.

To receive information about QPSW
correspondents in a large print version please
call: 0207 663 1158 or email:
qpsw@quaker.org.uk

Last updated: November 2012

Contact information updated: January 2015