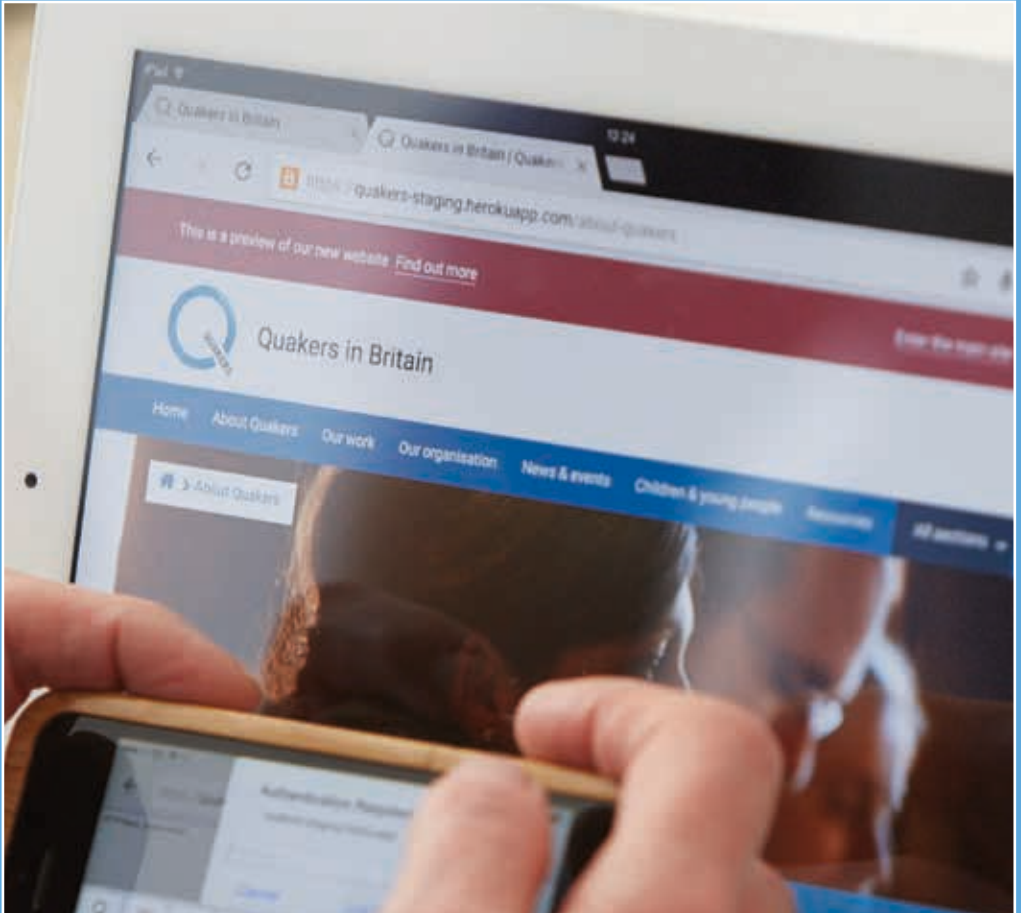


Speaking out



Information on how to access the resources and support available to Friends engaging with politics and the media to call for positive change.



Contribute to Quaker work

Contribute time – There are many opportunities to get involved with the work we do on behalf Quakers in Britain, including serving on committees, volunteering at events and joining the Quaker Life Network. Visit www.quaker.org.uk/quaker-service to find out more or email nominations@quaker.org.uk or phone 020 7663 1121.

Contribute money – You can contribute to Britain Yearly Meeting funds direct or via your local or area meeting. To find out more about making a financial contribution visit www.quaker.org.uk/contributions or email contributions@quaker.org.uk or phone 020 7663 1015.

Leave a legacy – Legacy giving helps sustain Quaker work for future generations. After taking care of family and friends, please consider leaving a gift for Quaker work in your will. Visit www.quaker.org.uk/legacy or email legacy@quaker.org.uk or phone 020 7663 1019 for more information.

Find out more and connect with us

Find out more – You can find out more about all of Britain Yearly Meeting's work by reading the Trustees' annual report. Copies are sent to every meeting in April or visit www.quaker.org.uk/annualreport. *Quaker News* is a free magazine about the work of Britain Yearly Meeting. It is distributed via local meetings. You can also subscribe by email, access electronic back issues and read it online at www.quaker.org.uk/qn.

Connect with us – Contact details for specific areas of work are provided throughout the Directory of Services. The general contact details for Friends House are:

Friends House, 173 Euston Road,
London NW1 2BJ
www.quaker.org.uk
Email: enquiries@quaker.org.uk
Switchboard: 020 7663 1000.

Quaker Centre Bookshop

You can order books, book boxes, resources and posters from the Quaker Centre Bookshop at Friends House, London.

Quaker Centre Bookshop, Friends House, 173 Euston Road, London NW1 2BJ

www.quaker.org.uk/shop
quakercentre@quaker.org.uk
020 7663 1030/1031.

Speaking out



Introduction

“Remember your responsibilities as a citizen for the conduct of local, national and international affairs. Do not shrink from the time and effort your involvement may demand.”

Advices & queries 34

We are all responsible for communicating about our faith and Quaker work in the world. The Advocacy and Public Relationships team offers expertise on how to do this most effectively. The team gives support and advice on engaging with the media, social media, political processes and producing printed publications.

Resources

The following printed and electronic materials support this area of work.

Being interviewed for television and radio

Guidance on being interviewed for television and radio; how to prepare, the importance of knowing your audience, key messages, points to consider before, during and after the interview, and presentation. Available online at www.quaker.org.uk/dos-speakingout. For printed copies email media@quaker.org.uk or phone 020 7663 1048.



Engaging with elected representatives

- **‘Contacting an MP: A political guide for meetings and individuals’** – this guide gives advice on how to engage with politics, and in particular on contacting elected representatives. It provides suggestions for raising issues with your local MP, MSP or area meeting.
- **‘Elections and hustings’ – A guide for meetings and individuals’** – this guide helps local and area meetings decide whether to



Photos: Britain Yearly Meeting

hold hustings during elections, and provides information to those who do. It offers advice on who to invite and how to plan a hustings.

Both guides, along with up-to-date information on our political advocacy work in England, Scotland and Wales, can be found at www.quaker.org.uk/dos-speakingout. Contact politics@quaker.org.uk or 020 7663 1107.

House style guide and Quaker logo

Local and area meetings and recognised regional groups may use our graphic house style, including the Quaker logo. The logo is available in a variety of colours, sizes and file formats. To request the logo and discuss which version is most suitable for your use, contact our Web Manager at web@quaker.org.uk or on 020 7663 1116.

Social media

We use Twitter and Facebook to post daily news about Quakers. Please 'like' and 'follow' our core accounts:

- www.facebook.com/QuakersinBritain
- www.twitter.com/BritishQuakers

If you are active on social media, you can help us with online campaigning by signing up to an email list. We will contact you as news emerges and ask you to share links, videos and messages. Sign up on the Quakers in Britain Facebook page. If you have Quaker-related news items, we could share via social media, please contact socialmedia@quaker.org.uk.

Speaking out as Quakers: Advice for meetings

Guidance to local and area meetings who wish to make public statements or comments. Available online at www.quaker.org.uk/dos-speakingout. For printed copies, email media@quaker.org.uk or phone 020 7663 1041.



Use of Britain Yearly Meeting (BYM) communications channels

A table setting out the BYM communications channels available for local, area and regional meetings and other Quaker groups is available at www.quaker.org.uk/dos-speakingout.

Support Advice

Advice from Britain Yearly Meeting staff is available on the following subjects:

- Engaging with elected representatives;
- Media training, coaching and preparation;
- Publishing, including translations and rights;
- Graphic design and house style;
- Use of images and copyright;
- Reputational issues.

See the 'Key contacts' section below for details on how to access this support.

Book proposals

Advice for those seeking to submit a book proposal for our Quaker Books imprint is available from the Publications Manager at publications@quaker.org.uk or on 020 7663 1162.

Book proposals are submitted to our Publications Manager and passed on to a relevant committee to consider.

Key contacts

- **General Meeting for Scotland:** www.quakerscotland.org.
- **Media relations – Media Relations Officer:**
media@quaker.org.uk; 020 7663 1048/07958 009 703.

- **Meeting of Friends in Wales:** www.quakersinwales.org.uk.
- **Political engagement – Parliamentary Engagement Officer:** politics@quaker.org.uk; 020 7663 1107/07582 780 369.
- **Publishing, graphic design – Publications Manager:** publications@quaker.org.uk; 020 7663 1162.
- **Websites, social media, house style – Web Manager:** web@quaker.org.uk; 020 7663 1116.

Other organisations

This list is not exhaustive. For a full overview of other Quaker organisations that can offer resources, support, training and events go to www.quaker.org.uk/listed-informal-groups.

- **Joseph Rowntree Foundation:** www.jrf.org.uk; info@jrf.org.uk; 01904 629 241.
- **Quaker Arts Network:** www.quakerarts.net; quakerarts@quaker.org.uk; 01453 828 268.
- **Quaker Council for European Affairs (QCEA):** www.qcea.org; office@qcea.org; +32 2 230 4935.
- **Quaker United Nations Office (QUNO):** www.quno.org; quno@quno.ch; +41 22 748 4800 (Geneva), or, quno@afsc.org; +212 682 2745 (New York).
- **Quakers Uniting in Publications:** www.quakerquip.org.

Supporting information

Safeguarding – Safeguarding is protecting children, young people and vulnerable adults from harm. For more information visit www.quaker.org.uk/safeguarding. Here you will find a link to Meeting safety, which outlines the responsibilities for Quaker meetings in Britain. We recommend that area meetings join the Churches' Child Protection Advisory Service. Visit www.ccpas.co.uk or email info@ccpas.co.uk.

For general safeguarding advice, as well as Quaker advice on how specific safeguarding matters may affect the pastoral needs of individuals and the meeting community, contact our Safeguarding Coordinator at safe@quaker.org.uk or on 020 7663 1023.

General issues relating to a Quaker meeting

– If you have concerns about issues in your Quaker meeting that you would like to talk over, contact our Support for Meetings Officer at supportmeetings@quaker.org.uk or on 020 7663 1023. Alternatively, contact the Recording Clerk's Office at recordingclerk@quaker.org.uk or on 020 7663 1161.

Information updates – Please keep us informed of changes to the key role-holders in your local and area meetings: clerk, treasurer, safeguarding coordinator, registering officer, clerk of (area meeting) trustees. To let us know of any such changes please contact our Database Administrator at updates@quaker.org.uk or on 020 7663 1119.

Data safety – Quaker meetings in Britain need to store information on their members and attenders in accordance with the Data Protection Act 1998, which protects individuals from the unauthorised use of their personal information. Friends House Data Safety Group can offer meetings general advice on data safety. For more information visit www.quaker.org.uk/data-safety. Here you will find a link to Data Safety and Information Security, which offers guidance to meetings. You can also contact our Data Safety Officer at datasafety@quaker.org.uk or on 020 7663 1161.

Complaints and feedback

– Britain Yearly Meeting's complaints and feedback procedure enables anyone to let us know about problems or to give feedback on service received from staff at Friends House. To find out more visit www.quaker.org.uk/contact-us. Complaints can be made in writing to the Recording Clerk's Office at Friends House. Alternatively, email feedback@quaker.org.uk or phone 020 7663 1161.

Quaker faith & practice – *Quaker faith & practice* is the book of Christian discipline of Quakers in Britain. It expresses the breadth of Quaker theology through the experience of Friends and describes our corporate structures. Copies can be purchased from the Quaker Centre Bookshop. It is also available at <http://qfp.quaker.org.uk>.

Directory of Services

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Introduction




Information on how to access the resources and support available from Britain Yearly Meeting




Directory of Services

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Clerks




Information on how to access the resources and support available to local and area meeting clerks.




Directory of Services

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Treasurers




Information on how to access the resources and support available to local and area meeting treasurers and those managing financial contributions.



Directory of Services

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Elders and overseers




Information on how to access the resources and support available to Friends entrusted with the spiritual and pastoral needs of their worshipping community.




Directory of Services

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Trustees



Information on how to access the resources and support available to Friends responsible for the governance of Quaker area meetings.



Directory of Services

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Registering officers




Information on how to access the resources and support available to registering officers and those responsible for the right holding of Quaker marriages.




Directory of Services

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Chaplains




Information on how to access the resources, support and advice available from the Library at Friends House.




Directory of Services

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Wardens




Information on how to access the resources and support available to wardens and meetings that employ people to care for meeting house premises.




Directory of Services

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Libraries and records



Information on how to access the resources and support available to Friends responsible for their meeting libraries and records.



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0 to 18 Year olds




Information on how to access the resources and support available to those working with or responsible for children and young people.




Directory of Services

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Outreach



Information on how to access the resources and support available to Friends running outreach events and sharing the Quaker experience.



Directory of Services

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Property



Information on how to access the resources and support available to those entrusted with the care of Quaker property.



Directory of Services

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Peace



Information on how to access the resources and support available to those working with peace and nonviolent social change.



Directory of Services

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Social justice



Information on how to access the resources and support available to those taking action for social justice and a more inclusive society.



Directory of Services

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Economic justice



Information on how to access the resources and support available to those challenging inequality and working for a fairer society.



Directory of Services

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Sustainability




Information on how to access the resources and support available to those working locally and globally to build sustainable communities.




Directory of Services

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Speaking out




Information on how to access the resources and support available to Friends engaging with politics and the media to call for positive change.




Directory of Services

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The library



Information on how to access the resources, support and advice available from the Library at Friends House.



www.quaker.org.uk

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or see our Facebook page at
www.facebook.com/QuakersinBritain

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