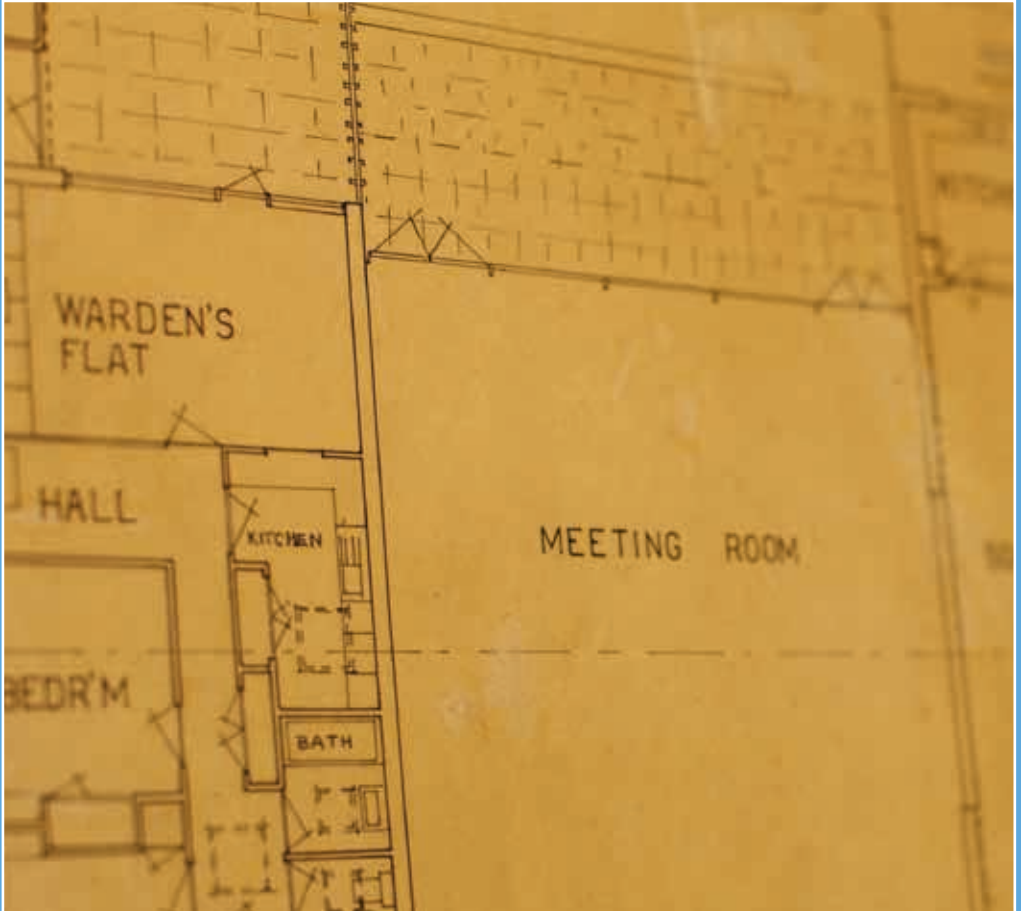




Wardens



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



Contribute to Quaker work

Contribute time – There are many opportunities to get involved with the work we do on behalf of 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.

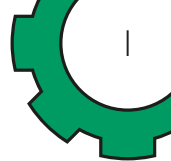
Quaker Centre Bookshop

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.

Wardens



Introduction

“Employing meetings and wardens are reminded that there are laws detailing the formal rights and responsibilities of both employers and employees. Quaker Life can provide up-to-date information.”

Quaker faith & practice 13.36

An integral part of Quaker life, wardens are entrusted with paying attention to all those details that make for conditions conducive to worship and welcome. Many Quaker meetings appoint wardens, resident Friends, caretakers, managers or volunteers to manage or work in meeting house premises and grounds.

We support Quaker meetings, both as employers and their employees. We offer advice and guidance on best employment practice and provide access to relevant sources of information. We also arrange occasional training and workshops on specific wardenship and employment issues, and provide support and advice relating to specific issues.



Photo: © Mike Pinches 2012

Resources

Quaker faith & practice 13.33–13.40 concerns wardens, resident Friends and caretakers, who may be employees of the meeting. The latest (fifth) edition of *Quaker faith & practice* can be read online at <http://qfp.quaker.org.uk>.

The webpage www.quaker.org.uk/employers provides information for Quaker employers and employees, including key obligations, frequently asked questions and document templates.

Support

Quaker Centres Facebook page

This online space for staff and trustees of Quaker Centres in Britain enables them to share information with one another, explore problems and celebrate successes. Visit www.facebook.com/groups/quakercentres.

Wardenship and employment advice

Quaker Life offers telephone support, advice and information to wardens and to meetings that employ wardens. Please see the 'Key contacts' section below for contact details.

Wardenship e-group

Wardens, resident Friends, caretakers, volunteers, employers and all who are concerned with wardenship are invited to join an email group that allows members to share ideas and information. Visit <http://lists.quaker.eu.org/mailman/listinfo/wardenship> to join the group.



Photo: © Mike Pinches 2012

Training and events

Employers Talking

Quaker Life provides occasional 'Employers Talking' events, which enable Quaker employers to meet up, share experiences and ideas, and focus on best employment practice. Check www.quaker.org.uk/events or contact wardenship@quaker.org.uk for the latest information.

Managing our meeting houses

This is an annual course provided by Quaker Life in partnership with Woodbrooke Quaker Study Centre. For more information, and for bookings, please visit www.woodbrooke.org.uk, email enquiries@woodbrooke.org.uk or phone 0121 472 5171.

Wardens Talking

'Wardens Talking' regional events are organised each year to enable employees and volunteers who care for meeting houses to meet up and share experiences and ideas. Check www.quaker.org.uk/events or contact wardenship@quaker.org.uk for the latest information.

Working with Friends

This introduction to working in a Quaker organisation is provided by Woodbrooke Quaker Study Centre in partnership with Britain Yearly Meeting. For more information, visit

www.woodbrooke.org.uk, email enquiries@woodbrooke.org.uk or phone 0121 472 5171.

Key contacts

- **Quaker Life Support Officer:** wardenship@quaker.org.uk; 020 7663 1143.

- **Woodbrooke Quaker Study Centre**

Woodbrooke is a major provider of learning for Quakers in Britain and Europe from its site in Birmingham, via its travelling teaching service and through online courses and learning materials. Visit www.woodbrooke.org.uk, email enquiries@woodbrooke.org.uk or phone 0121 472 5171.

Other organisations

- **ACAS helpline.** ACAS offers a free helpline that provides confidential, independent and impartial advice to both employers and employees on a range of related issues. These include employment and recruitment laws, rules and best practice for hiring and managing staff, issues around dismissal, workers' rights, redundancy processes, disputes, equality issues and the duties of employers.

ACAS helpline: 0300 123 1100 (Monday–Friday, 8am–8pm; Saturday, 9am–1pm); www.acas.org.uk.

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

5

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 and support 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.



Directory of Services

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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

Follow us on Twitter @BritishQuakers
or see our Facebook page at
www.facebook.com/QuakersinBritain

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