

**DRAFT 180829**  
**Religious Society of Friends**  
**East Cheshire Area Quaker Meeting**  
**Crewe & Nantwich Quaker Meeting**

**Memorandum of Understanding**

East Cheshire Area Quaker Meeting and Crewe & Nantwich Quaker Meeting have agreed the following memorandum of understanding by Minute xx of East Cheshire Quaker Business Meeting held on xx xxxx 2018 and by Minute xx of Crewe & Nantwich Quaker Meeting held on xx xxxx 2018.

This memorandum should be reviewed early in each triennium starting in 2022.

Signed on behalf of East Cheshire Quaker Meeting

Frances Hill, Clerk of East Cheshire Meeting

On

Signed on behalf of Crewe & Nantwich Quaker Meeting

Elizabeth Ayres, Clerk of Crewe & Nantwich Meeting

On

		<b>The area meeting will...</b>	<b>The trustees will...</b>	<b>The local meeting will...</b>	<b>Responsibilities of other bodies</b>
	<b>Quaker work</b>				
<b>1</b>	<b>Meetings for worship</b>			...make arrangements for the regular holding of public meetings for worship, normally at least twice a month, finding an appropriate venue.	
<b>2</b>	<b>Meetings for church affairs</b>			...hold regular meetings for church affairs, attempting to involve all members of the meeting and including preparation for area meeting business meetings.	
<b>3</b>	<b>Eldership and oversight</b>	...appoint elders and overseers.		...nurture and sustain the spiritual life of the meeting and the pastoral care and religious education of those associated with the meeting.	Local elders and overseers will meet together regularly and report to area meeting elders and overseers from time to time.
<b>4</b>	<b>Membership</b>	...receive applications for membership, appoint visitors and make decisions about applications for membership.			Local elders and overseers will nominate visitors to applicants (normally one from the local meeting one from another local meeting).
<b>5</b>	<b>Tabular statement</b>			...prepare annual return for the area meeting membership clerk.	The area meeting membership clerk will do an annual return to the Recording Clerk.
<b>6</b>	<b>Nurture of children and young people</b>	...appoint a Children and Young People's Committee to support local meetings and arrange events in the area meeting.		...take special responsibility for any children associated with the meeting and for their parents. ...organise DBS disclosure procedures for a sufficient number of adults already known to Friends for at least 2 years, to provide for a working rota for work with children and young people.	
<b>7</b>	<b>Nurture of newcomers</b>			...be responsible for welcoming newcomers and helping enquirers to explore and understand the Society.	
<b>8</b>	<b>Quaker witness and outreach</b>	...coordinate Quaker witness and outreach in the area.		...seek opportunities for Quaker witness in the local community and more widely. ...arrange for local publicity.	

		<b>The area meeting will...</b>	<b>The trustees will...</b>	<b>The local meeting will...</b>	<b>Responsibilities of other bodies</b>
9	<b>Area meeting</b>			...appoint Friends to attend each area meeting business meeting.	
10	<b>Area meeting committees</b>	...appoint Friends to area meeting committees.		... nominate Friends to serve on the area meeting's Nominations Committee, Children and Young People's Committee and (nominated to area meeting's Nominations Committee apart from nominations during the year) elders and overseers.	
11	<b>List of members</b>	...arrange for regular publication of list of members and attenders.		...provide up to date information for list of members and attenders (ensuring that data protection forms have been obtained for all material to be included, see 27 below).	
12	<b>Weddings</b>	...appoint a registering officer and appoint a meeting for worship for the solemnization of a marriage when required.		...ask area meeting to appoint a meeting for worship for the solemnization of a marriage when required.	Local elders will normally take the main responsibility for the meeting for worship.
13	<b>Funerals</b>	...provide support for local meetings (through area meeting elders).		...ensure that Friends are aware of the death of any Friend in the Area Meeting and the funeral arrangements. ...ensure that the clerks of other local meetings are informed of the deaths of any Friends in the meeting and the funeral arrangements. ...encourage Friends to complete the form (available on the area meeting website) indicating to Friends any wishes regarding their funeral arrangements.	Local elders will normally take responsibility for meetings for worship at funerals in consultation with the clerk to area meeting elders.
14	<b>Testimonies and minutes</b>	...authorize the preparation of any testimony and then consider its approval.		...record a minute regarding the death of any Friend associated with the meeting and forward it to the area meeting.	

		<b>The area meeting will...</b>	<b>The trustees will...</b>	<b>The local meeting will...</b>	<b>Responsibilities of other bodies</b>
16	<b>Library</b>			...arrange for Quaker and other literature to be available to Friends in the meeting.	
17	<b>Newsletter</b>	...appoint the editor and arrange for publication.		...appoint a correspondent to submit reports and encourage contributions. ...arrange for distribution of the newsletter.	
18	<b>Website</b>	...arrange for the maintenance of a website.		...post information about the local meeting on the area meeting website.	
19.	<b>Links with other churches and other faiths</b>	...arrange for affiliation to Churches Together in Cheshire.		...be responsible for any links with local churches and other faith groups in the district.	
20	<b>Meeting review</b>			...undertake a regular review of the life of the meeting as described in §12.16 of <i>Quaker Faith and Practice</i> . This might usefully be combined with the triennial review of this memorandum.	
	<b>Finance</b>				
21	<b>Local meeting financial affairs</b>	...pay the rental costs of the meeting room when area meeting is hosted.		...be responsible for its day to day financial affairs including the rental costs of the meeting room.	
22	<b>Appeals and contributions</b>	...approve an annual budget for area meeting and a schedule of contributions from local meetings.		...arrange for the distribution of regular appeals for Quaker Work (local, national and international) and the receipt and distribution of monies received and the use of bequests to the local meeting. ...recover tax from the inland revenue for any Gift Aided financial contributions.	The treasurer will propose an annual budget and schedule of contributions from local meetings in consultation with local meeting treasurers.
23	<b>Stewardship of local meeting funds</b>			...appoint a treasurer and open and manage bank accounts as appropriate.	
24	<b>Financial reserves</b>			...maintain sufficient reserves for the day to day running of the Meeting.	

		<b>The area meeting will...</b>	<b>The trustees will...</b>	<b>The local meeting will...</b>	<b>Responsibilities of other bodies</b>
	<b>Legal</b>				
25	<b>Health and safety</b>		...be informed of arrangements made by the local meeting.	...appoint the responsible person, informing trustees.	
26	<b>Child protection</b>		...ensure that appropriate procedures are in place.	...be responsible for making appropriate arrangements and ensuring that sufficient Friends with DBS approval are available.	<i>(see also #6 above)</i>
27	<b>Data protection</b>	...store the consent forms for the List of Members and Attenders.	...ensure that appropriate procedures are in place.	...arrange for the completion of consent forms for the List of Members and Attenders and pass them to the area meeting membership clerk. ...ensure that personal information relating to members, attenders and visitors is protected.	
28	<b>Insurance</b>		...be responsible.		
29	<b>Risk assessment and management</b>		...be responsible.	...consider issues relating to personal safety and oversee financial accounting procedures.	Children and young people's committee will advise the local meeting on matters particularly relating to the children and young people.
	<b>Other</b>				
30	<b>Preserving records</b>	...be responsible for the stewardship of records.		...ensure that minute books and other records including financial records are maintained until they are passed to the area meeting for retention or disposed of, as advised by the area meeting.	
31	<b>Watching out for new legislation</b>		...be responsible with the support of the Yearly Meeting.		
	<b>Reporting to area meeting</b>				
32	<b>Annual accounts</b>			...arrange for the preparation, examination and approval of annual accounts to be forwarded to the area meeting treasurer.	
33	<b>Annual duties</b>			...report to the area meeting on the regular holding of meetings for worship and for church affairs, the use of the <i>Advices and Queries</i> and Yearly Meeting <i>Epistle</i> , the carrying out of duties relating to data protection and other responsibilities listed in this memorandum.	