



WOODBROOKE

MEET • STAY • LEARN




QUAKER ROLES COURSES 2020



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‘The course included a systematic introduction to the role of trustees, the exchange of ideas with trustees from other Area Meetings was very useful in sharing dilemmas and new ways of doing things.’

BEING A QUAKER TRUSTEE PARTICIPANT

‘Found it all both enjoyable and rewarding.’

AN ‘EXPLORING OVERSIGHT’ PARTICIPANT

‘The course was participatory, very effectively led, with useful input from all.’

AN ‘EXPLORING ELDERSHIP’ PARTICIPANT

‘The on-line courses offered by Woodbrooke have enabled our members to build their knowledge and skills in Quaker Roles.’

SOUTHERN AFRICA YEARLY MEETING

Welcome

Quaker communities of all sizes rely on individual Friends serving in roles. Through this service, in whatever form it takes, our communities are enabled to thrive by having Friends who are entrusted with responsibilities that support, deepen and strengthen the meeting while upholding those who are part of it.

In our Religious Society we all ultimately share these responsibilities, so it is particularly important to support those Friends serving in these roles to ensure they are equipped and confident.

Whether you are new to a role, considering someone else for a role or have been serving for some time and want to share your experience and connect with other role holders let Woodbrooke uphold and support you and your Quaker community.

In this brochure you will find a range of courses we offer to equip those with various roles and responsibilities within Quaker meetings and organisations. These courses cover both practical training and exploration of the spiritual basis of the roles.

We offer introductions to the roles that enable meetings to function well, training on specific responsibilities to enable role holders to undertake their tasks more effectively and opportunities for those serving to deepen their own spiritual lives.

All of our courses are led by Friends with experience of serving in these roles in a range of Quaker contexts including local and area meetings and other Quaker bodies. As well as events at Woodbrooke we also offer online courses which give flexibility and the opportunity to join a roles course wherever you are.

We also provide learning for whole Quaker communities as part of our Woodbrooke On-The-Road travelling teaching service. This gives the opportunity to work together from across an area meeting or other grouping, in a way that is tailored to your needs and context. If this might be of benefit to you, please get in touch to discuss how we can support you and your Quaker community.

We hope that our roles training will enable all Friends with particular responsibilities to serve effectively and joyfully.

Simon Best
Head of Learning
learning@woodbrooke.org.uk

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COURSE LISTINGS

ELDERSHIP & OVERSIGHT

EXPLORING ELDERSHIP

20 places | £245 residential | £170 non-residential

This course will help those with responsibility for eldership in Quaker meetings gain a better understanding of the role and the confidence to do it. What does the role involve? What is the spiritual basis of eldership? How can elders respond to and nurture the spiritual life of the meeting? Participants will have the opportunity to explore the role and share experiences with others as well as looking at practical ideas and resources that will be of help. This course focuses on eldership in Britain Yearly Meeting but may also be of interest to Friends from other yearly meetings.

COURSE DATES

- **Fri 3 - Sun 5 January**
Tutors: Barbara Windle and Katie Evans
- **Mon 2 - Wed 4 March**
Tutors: Liz Eddington, Martin Pennock and Jefh Davies
- **Fri 29 - Sun 31 May**
Tutors: Martin Pennock and Jefh Davies
- **Fri 30 October - Sun 1 November**
Tutors: Caro Kelly and Gilly Charters

EXPLORING OVERSIGHT

20 places | £245 residential | £170 non-residential

This course will help those with responsibility for oversight in Quaker meetings gain a better understanding of the role and the confidence to do it. What does the role involve? What is expected? What is the spiritual basis of oversight? How can overseers respond to and meet the pastoral needs of the meeting? We will look at the range of tasks, share good practice and explore ways of handling difficult issues as well as looking at practical ideas and useful resources. This course focuses on oversight in Britain Yearly Meeting but may also be of interest to Friends from other yearly meetings.

COURSE DATES

- **Fri 3 - Sun 5 January**
Tutors: Margaret Bryan and Marilyn Higgins
- **Mon 2 - Wed 4 March**
Tutors: Helen Chambers and Rici Marshall Cross
- **Fri 29 - Sun 31 May**
Tutors: Val Jenner, Euranis Neile and Melvyn Freake
- **Fri 30 Oct - Sun 1 November**
Tutors: Helen Chambers, Alison Parkes and Eleni Burgess.

ELDERSHIP AND OVERSIGHT

20 places | £115

Online
course

This six-week online course will help all those serving in eldership and oversight roles to gain better understanding and confidence in their role – whatever the system in their meeting.

The course will cover the follow topics: What does the role involve? What is the spiritual basis of eldership and oversight? How can those with responsibility for eldership and oversight nurture the spiritual life of the community as well as responding to the pastoral needs of the meeting? We will look at the range of tasks, share good practice and explore ways of handling difficult issues as well as looking at practical ideas and useful resources.

This course involves a time commitment of approximately 2-3 hours per week. There is no requirement to be online at a particular time.

COURSE DATES

- **Mon 10 February - Sun 22 March**
Tutors: Zélie Gross and Ros Baverstock
- **Mon 14 September - Sun 25 October**
Tutors: Zélie Gross and members of the eldership and oversight tutor team.



EXPLORING ELDERSHIP AND OVERSIGHT TOGETHER

18 places | £245 residential | £170 non-residential

This is a weekend for Friends serving in joint or corporate systems of eldership or oversight, or with elements or combinations of these. This course aims to help participants identify how the responsibilities of eldership and oversight are met in their meetings, and to share good practice. We will explore pastoral care and spiritual nurture within worshipping communities and consider practical issues. We hope everyone will leave with new skills and insights, feeling more confident about their part in eldership and oversight in their meeting.

COURSE DATES

- **Fri 26 - Sun 28 June**
Tutors: Euranis Neile and Val Jenner

CLERKING

BEING A QUAKER CLERK: AN ONLINE COURSE FOR CLERKS AROUND THE WORLD

Online
course

20 places | £25

This course is an opportunity for Quaker clerks around the world to learn together. We will consider the clerk's role before, during and after a Meeting for Worship for Business and look at the differing styles of clerking around the Quaker world. The course is for all clerks whether you are clerking at a local, regional, national or international level or just want to learn more about the role. We hope that participants will learn from each other as well as the leaders.

This course involves a time commitment of approximately 2-3 hours per week. There is no requirement to be online at a particular time.

COURSE DATES

- **Mon 10 February - Sun 22 March**
Tutors: Sue Glover Frykman, Peter Eccles and Nancy Fee

BEING A QUAKER CLERK

Online
course

20 places | £115

This online course is for new or prospective clerks with little or no experience of Quaker clerking. The five modules cover the clerk's role before, during and after a Meeting for Worship for Business. We also consider why we use our particular business style in our meetings. We will focus on clerking local meetings, but clerks of other meetings, including area meetings, will also find they can learn much about their role.

This course involves a time commitment of approximately 2-3 hours per week. There is no requirement to be online at a particular time.

COURSE DATES

- **Mon 12 October - Sun 22 November**
Tutors: Members of the clerking tutor team

BEING A QUAKER CLERK

20 places | £245 residential | £170 non-residential

This course is for new or prospective clerks with little or no experience of Quaker clerking. We will focus on clerking local meetings but clerks of other meetings or committees will also find they can learn much about their role. There will be practical sessions including planning agendas, drafting minutes and discipline in the meeting. We will also consider other responsibilities that come with being a clerk. Participants will learn from each other as well as from the leaders.

COURSE DATES

- **Fri 24 - Sun 26 January**
Tutors: Chris Skidmore and Michael Hutchinson
- **Mon 20 - Wed 22 April**
Tutors: Judith Roads and Anne Ullathorne
- **Fri 25 - Sun 27 September**
Tutors: Janet Scott and Sarah Donaldson

PREMISES COMMITTEES, WARDENS & MEETING HOUSE MANAGERS

MANAGING OUR MEETING HOUSES

18 places | £245 residential | £170 non-residential

This training and support event is for anyone involved in the care of meeting houses of all sizes and functions. Areas covered include: witnessing to Quaker values; workshops on law and best practice in employment and in health and safety; building relationships and support networks; awareness of our own needs. Everyone will gain skills, confidence and knowledge to further enhance the life of their meeting house as well as renewed enthusiasm for their service.

COURSE DATES

- Fri 4 - Sun 6 December

Tutors: Sam McNair and Bonnie Grotjahn



TREASURERS

BEING A QUAKER TREASURER

16 places | £325 residential | £250 non-residential

For new and prospective treasurers, and those who still feel uncertain. We will cover all the main tasks, from first entries to year-end preparation of accounts, principles, responsibilities, and legal requirements. You will find sympathetic companionship with other treasurers, and explore the spiritual basis of the role.

Please note times: The course starts at 11:15am on the Friday with Basic Book-keeping (this runs to 5:45pm and includes lunch). Those without much experience will need these sessions. If Friday attendance is difficult, the exercises will be available online to complete beforehand. On the Sunday there is an optional session on the Quaker spreadsheet programme which runs from 1.30pm to 3.00pm.



COURSE DATES

- **Fri 24 - Sun 26 January**
Tutors: Alison Gray, Averil Armstrong and Linda Craig
- **Fri 30 October - Sun 1 November**
Tutors: Alison Gray, Averil Armstrong and Ursula Fuller

TRUSTEESHIP

BEING A QUAKER TRUSTEE

20 places | £245 residential | £170 non-residential

Particularly suitable for new or less experienced trustees this course is also of benefit to anyone wanting a refresher. We will be factual and practical. What does the law require? What is considered good practice for charities? How does this fit with Quaker good practice? How do trustees, area and local meetings relate to each other? How can trustees best serve our meetings? We aim to provide easy-to-understand information and enjoyable learning, to make trusteeship approachable and rewarding.

COURSE DATES

- **Fri 13 - Sun 15 March**
Tutors: Chris Wilmore and Mike Tyler
- **Fri 25 - Sun 27 September**
Tutors: Jim Ledwidge and Linda Craig

BEING A QUAKER TRUSTEE

20 places | £115

Online course

This six-week online course will provide easy-to-understand information and enjoyable learning, to make trusteeship approachable and rewarding. We will be factual and practical, but all we do will be underpinned by the spiritual question of what trusteeship means within Quakers? What does God require of us? What does the law require? What is considered good practice for charities? How does this fit with Quaker good practice? How do trustees, area and local meetings relate to each other? How can trustees best serve our meetings? This course is particularly suitable for new or less experienced trustees.

This course involves a time commitment of approximately 2-3 hours per week. There is no requirement to be online at a particular time.

COURSE DATES

- **Mon 15 June - Sun 26 July**
Tutors: Linda Craig and Chris Wilmore



NOMINATIONS

EXPLORING QUAKER NOMINATIONS

16 places | £245 residential | £170 non-residential

How can we root ourselves in good practices of discernment whilst responding to the particular issues that face us? Nominations are at the quiet heart of the way we live together as Friends, when we listen faithfully to the Spirit. We will include the practical aspects of being 'on nominations'. Friends can expect a renewed insight into the potential of nominations to strengthen meetings and enable them to flourish. This event is for members of Quaker nominations committees.

COURSE DATES

- **Fri 13 - Sun 15 March**
Tutors: Judith Roads and
Christine Habgood Coote

QUAKER NOMINATIONS

20 places | £115

Online
course

This entirely online course is for anyone involved in Quaker nominations. We will aim to root ourselves in good practices of discernment whilst responding to the particular issues that face us. Nominations are at the quiet heart of the way we live together as Friends, when we listen faithfully to the Spirit. By taking time each week over six weeks to reflect, we hope you will gain a renewed insight into the potential of nominations to strengthen meetings and enable them to flourish.

This course involves a time commitment of approximately 2-3 hours per week. There is no requirement to be online at a particular time.

COURSE DATES

- **Mon 19 October - Sun 29 November**
Tutors: Christine Habgood Coote and members
of the Nominations tutor team

AT SWARTHMOOR HALL

EXPLORING QUAKER NOMINATIONS

12 places | £245 residential | £170 non-residential

How can we root ourselves in good practices of discernment whilst responding to the particular issues that face us? Nominations are at the quiet heart of the way we live together as Friends, when we listen faithfully to the Spirit. We will include the practical aspects of being 'on nominations'. Friends can expect a renewed insight into the potential of nominations to strengthen meetings and enabling them to flourish. This event is for members of Quaker nominations committees.

COURSE DATES

- **Fri 30 October - Sun 1 November**
Tutors: Marilyn Higgins and Catherine Putz

COURSES FOR ALL ROLE HOLDERS

NATIONAL GATHERING ON DIVERSITY AND INCLUSION: ARE YOU OPEN TO NEW LIGHT?

50 places | Pay as Led

Woodbrooke working in partnership with Britain Yearly Meeting

In the last few years, momentum has been building amongst British Quakers around issues of diversity, inclusion, power and privilege. This conference aims to build on this important work, preparing Friends to further consider these issues, both in their meetings and at 2020's Yearly Meeting Gathering in Bath. The weekend will include key note speeches, workshops, opportunities for informal discussion and worship. We will explore various forms of diversity in an intersectional way. Prepare to be challenged and inspired. We welcome your courageous participation.

For this event we will be trialling 'Pay as Led'. After you book we'll contact you giving you the option pay as much or as little as you feel led to pay. If paying by cheque please include a cheque for the amount you want to pay when returning the booking form.

It costs us £317 per participant to cover the costs of this particular event. Woodbrooke subsidises all of our learning and our usual residential pricing is £245 per participant. We encourage you, or your meeting, to pay this if you can, however our priority is to ensure that cost isn't a barrier so only pay what you can. Our bursaries are still there to support those who need them and the amount people pay will be confidential. Please contact us if you have any questions.

COURSE DATES

- Fri 17 - Sun 19 Jan

Tutors: Edwina Peart and Mark Russ
with visiting speakers and facilitators

MAKING DIFFICULT DECISIONS IN MEETINGS

14 places | £245 residential | £170 non-residential

All communities sometimes have to make difficult decisions – about acceptable behaviour, structural changes, property and finances, or other issues. In this course we will explore Quaker approaches to these situations. How can Quaker communities be supported to make good decisions even when it is difficult? When is it right to use a threshing meeting, to ask for expert advice, or to defer a decision to a later date? Useful for all Quakers and especially relevant to clerks and elders.

COURSE DATES

- Fri 6 - Sun 8 Mar

Tutors: Rhiannon Grant and Rachel Muers

QUAKER APPROACHES TO MENTAL HEALTH

40 places | £245 residential | £170 non-residential

This weekend will explore Quaker ministry in mental health. We will share experiences and concerns, looking at spirituality, community support, and political ideas. We will build a community of connections, listening and acceptance. We may prepare a response to the coverage of mental health in 'Faith & Practice'; develop ideas about a Quaker Recognised Body 'Quaker Action on Mental Health'; think about a project of 'Mental Health Friends' – and more... All are welcome – but we cannot help with current distress.

COURSE DATES

- Fri 17 - Sun 19 Apr

Tutor: Alison Mitchell, Bev Smith and a team of facilitators



EXPLORING QUAKER CHAPLAINCY

20 places | £115

Online course

Are you a Quaker chaplain in a hospital, prison, school or university or another work or community setting? Are you considering starting chaplaincy? This online course will be an opportunity for sharing, supporting and developing your ministry. We will explore the connections between different chaplaincy settings. Over the six weeks of this course, we will encourage you to take a couple of hours a week to reflect on your work, share your experiences, ideas and insights, and come away refreshed.

This course involves a time commitment of approximately 2-3 hours per week. There is no requirement to be online at a particular time.

COURSE DATES

- Mon 8 Jun - Sun 19 Jul

Led by members of the Chaplaincy Tutor Team

MEETING NEEDS: CREATING WELL-BEING

13 places | £245 residential | £170 non-residential

This course speaks to Friends' historic and current concern for mental health and well-being. We introduce the organising ideas of the first truly bio-psycho-social model to help human beings suffering emotional distress. The 'human givens' model, already being used successfully in various settings, is the basis of Meeting Needs: a fun and richly experiential course of interest to all with a concern for the welfare of others and their own personal development.

COURSE DATES

- Fri 10 - Sun 12 Jul

Tutors: Carol Harper and Sue Saunders

MENTAL HEALTH IN OUR MEETINGS

18 places | £245 residential | £170 non-residential

Woodbrooke working in partnership with Quaker Life

Meetings need good ways of responding to Friends experiencing mental illness or distress. This course explores the experience of mental ill health, situations which arise and ways to respond. How can we maintain an open and supportive meeting environment? How do we handle our fears and balance the needs of the individual and the wider meeting? This course is helpful for those in eldership and oversight roles. We welcome people with direct experience of mental illness, but cannot help with current distress.

COURSE DATES

- Fri 25 - Sun 27 Sep

Tutors: Bev Smith and Jane Muers.



Are you serving
your Quaker
community?

Our online
courses can help!

You can learn with Woodbrooke no matter where you are in the world and at whatever time suits you with our outstanding online learning opportunities.

- Engaging video, audio and written material will take you through week by week modules.
- Benefit from online interaction and peer to peer learning through web forums and live Q&As, all supported by our facilitators who are experts in the course topic.

For more information see
www.woodbrooke.org.uk/online

Online Training Courses in 2020

ELDERSHIP AND OVERSIGHT

Mon 10 Feb - Sun 22 Mar

BEING A QUAKER CLERK

Mon 10 Feb - Sun 22 Mar

EXPLORING QUAKER CHAPLAINCY

Mon 8 Jun - Sun 19 Jul

BEING A QUAKER TRUSTEE

Mon 15 Jun - Sun 26 Jul

ELDERSHIP AND OVERSIGHT

Mon 14 Sep - Sun 25 Oct

BEING A QUAKER CLERK

Mon 12 Oct - Sun 22 Nov

QUAKER NOMINATIONS

Mon 19 Oct - Sun 29 Nov



WOODBROOKE

MEET • STAY • LEARN



Bringing Woodbrooke Learning to You

Our Woodbrooke-on-the-Road programme brings learning direct to you and your Quaker community.

Our workshops provide your meeting or group with a well-structured day of learning and sharing to help you to nurture your spiritual life, build community, discover Quaker history and spirituality and explore how we can live out our faith in the world.

We can also provide input and facilitation for longer events, such as meeting away weekends and offer workshops for Quaker meetings and communities throughout Europe.

Below is a taste of what we offer. Contact us to talk about how we can meet your needs.

For more information see www.woodbrooke.org.uk/wotr

“Engaging, enthusiastic facilitation... a good balance between formal input and sharing discussion”

“Thank you for grasping the situation in our meeting and taking us towards positive ideas and action”

EXPLORING ELDERSHIP & OVERSIGHT

Whether members of your group are new to eldership and oversight responsibilities, experienced in the role and keen to explore and discuss the roles or reappointed after a break and wanting a refresher then this training is for your E&O team. This will be an opportunity to explore and consider the roles and responsibilities of eldership and oversight, ask questions and share insights and challenges together.

Tutor(s): Eldership & Oversight Tutor Team

MEETING FOR WORSHIP FOR BUSINESS

What is going on in a Quaker business meeting? Why do we do what we do? What is the spiritual underpinning? The whole meeting can benefit from our practical activities, participatory learning and individual reflection.

EXPLORING TRUSTEESHIP

Training for a group of trustees, or an event to help the whole meeting understand trusteeship. What are trustees responsible for? What authority do they have? What makes for good practice and healthy, trustworthy relationships between meetings and trustees?

Tutor(s): Trusteeship Training Team

EXPLORING NOMINATIONS

An opportunity to explore the nominations process and consider the work of nominations committees. Nominations are at the quiet heart of the way we live together as Friends, when we listen faithfully to the Spirit. This is a day for the whole meeting to explore nominations and how it works. It will offer renewed insight into the potential of nominations to strengthen meetings and enable them to flourish.

Tutor(s): Nominations Tutor Team

OUR TUTORS

All our courses are led by Friends with experience of serving in these roles in a range of Quaker contexts including local and area meetings and other Quaker bodies.

Alison Mitchell works for the Retreat Benevolent Fund as Mental Health Development Officer, raising awareness and asking questions about mental health.

Alison Parkes has served her meeting in roles of eldership, oversight and clerk over many years. She has worked with children and community groups as a dance and drama practitioner.

Alison Gray is an experienced Local Meeting Treasurer and is currently the Area Meeting Treasurer for Notts and Derby AM.

Anne Ullathorne has a lot of experience of clerking committees and local and area meetings. She is currently clerk of Meeting for Sufferering, the standing representative body of Quakers in Britain.

Averil Armstrong is a Quaker, an accountant and an OU tutor. She is treasurer of Woodbrooke, QUIET and Northumbria AM.

Barbara Windle is a retired educationalist and longstanding Quaker with particular interest in Quaker outreach, learning and eldership and oversight.

Bev Smith is the Empowering Meetings Mental Health Officer for Quaker Life.

Bonnie Grotjahn was a Resident Warden in the UK and a Quaker employer at Friends House Moscow. Her passion is enabling people to bring their best selves to life and work.

Caro Kelly has been a psychotherapist, trainer and educator and is passionate about enabling truthful conversations intra and interpersonally for deepening community.

Carol Harper is a Human Givens practitioner, supervisor and trainer. She is a member at Exeter Meeting and serves as a Quaker prison chaplain.

Catherine Putz is a Quaker, celebrant, Area Meeting Clerk and served as co-clerk on Central Nominations Committee

Chris Skidmore is a former clerk of Yearly Meeting who has been part of the 'Being a Quaker Clerk' team since 2017, teaching both at Woodbrooke and on-line.

Chris Willmore, a former barrister, has been an Area Meeting Clerk, trustee, Clerk to Trustees, and a non-Quaker trustee.

Christine Habgood-Coote worked as a GP and medical educator. She has served as co-clerk of Central Nominations Committee.

Edwina Peart is the Inclusion and Diversity Coordinator for Britain Yearly Meeting.

Eleni Burgess is a Quaker with a background in athletics coaching. She has held roles such as convenor of nominations, overseer and clerk in her Local Meeting

Euranis Neile has been a Friend since 1984. She is a retired midwife and tutor/university lecturer.

Gilly Charters came back to Quakers in the 1980s. She has served with Eldership and Oversight teams and enjoys inreach and outreach.

Helen Chambers is an elder with oversight and trainer with Quaker Life children and young people's team.

Jane Muers is a long-term Quaker and a retired clinical psychologist, currently involved in mental health concerns and chaplaincy.

Janet Scott is a Quaker, a theologian and a teacher. She has represented Friends on national and world ecumenical bodies.

Jefh Davies began his Quaker journey 40 years ago, wending his way through careers in theatre, education and counselling into recent retirement.

Jim Ledwidge works independently advising on NHS Continuing Healthcare. He was clerk to trustees of his AM for 9 years.

Judith Roads is absorbed in exploring and sharing ways of giving service to Quaker meetings through appointed roles.

Julie Hanna has experience: as a health practitioner; of conflict resolution in Quaker meetings; and of a variety of Quaker roles.

Katie Evans is a Quaker who loves making breathing space for the Spirit. Website: <https://katie.element42.org>

Linda Craig is a recent Clerk to Woodbrooke Trustees, a registering officer and former General Secretary of QPSW.

Liz Eddington is a Quaker and a Psychologist, with interests in eldership and oversight, working with Children and Young People, theology and Early Friends.

Margaret Bryan is a musician and teacher who has served as overseer, clerk and treasurer, and currently clerks Meeting for Sufferings

Marilyn Higgins has been a supporter of Woodbrooke for many years as tutor on roles courses and Friend in Residence.

Martin Pennock is a linguist who, as an experienced clerk and elder at local, area and national levels, has always sought to leaven his respect for Quaker discipline with humour.

Melvyn Freake is a retired social worker who has served as and clerked both elders and overseers.

Michael Hutchinson has forty years of clerking experience at a variety of levels. He is retired as Assistant Recording Clerk.

Mike Tyler is a Quaker and retired surveyor; experienced trustee in Quaker, charity, and corporate bodies; and a voluntary community mediator.

Peter Eccles is a former Yearly Meeting Clerk, Swarthmore Lecturer and an emeritus professor of mathematics.

Rachel Muers, a life-long Quaker, lectures in Theology at Leeds University. Her books include *Testimony: Quakerism and Theological Ethics*.

Rici Marshall Cross is a life long Quaker and is currently Co-Clerk of Young Friends General Meeting.

Ros Baverstock worked in mental health. She has particular interest in Eldership and in nurturing spiritual life.

Sam McNair is a volunteer Resident Friend and was previously warden during a major Meetinghouse refurbishment. His interest is in fostering spirit-led stewardship of Quaker spaces.

Sarah Donaldson has attended meetings for worship for business at local, area and yearly meeting level and had clerked a variety of committees and meetings.

Sue Glover Frykman joined Friends in 1976, lives and works in Sweden, and is an experienced clerk.

Sue Saunders is a Human Givens practitioner, supervisor, trainer and chair of the HG Registration and Professional Standards committee. She is a member of Monkstown Meeting, where she has served as overseer, elder and clerk, and as a member of the Dublin and Ireland Peace Committees.

Ursula Fuller is a long-term Quaker, is a Quaker treasurer and trustee, and was clerk of Quaker Stewardship Committee.

Val Jenner is a Quaker, has a theatre and education background and still works with individuals exploring breathing and voice.

Zélie Gross is a Quaker writer and editor who enjoys teaching a range of onsite, offsite and online Woodbrooke courses. Her local meeting is Cardiff in South Wales.



TRAVEL DIRECTIONS

Woodbrooke is based in Selly Oak – around five miles south of Birmingham city centre. We encourage our visitors to travel by public transport where possible.

RAIL

Mainline trains arrive into Birmingham New Street, Moor Street and Snow Hill stations. Local trains from New Street to Selly Oak take about 10 minutes. From Selly Oak station it is a short bus ride or a 20–25 minute walk.

COACH

National Express coaches terminate at Digbeth Coach Station in Birmingham, a 10–15 minute walk from New Street from where you can travel by bus, taxi or train.

TAXI

There are taxi ranks at New Street and Moor Street railway stations and Digbeth coach station. If you choose to travel from Selly Oak station to Woodbrooke by taxi, you will need to pre-book a taxi.

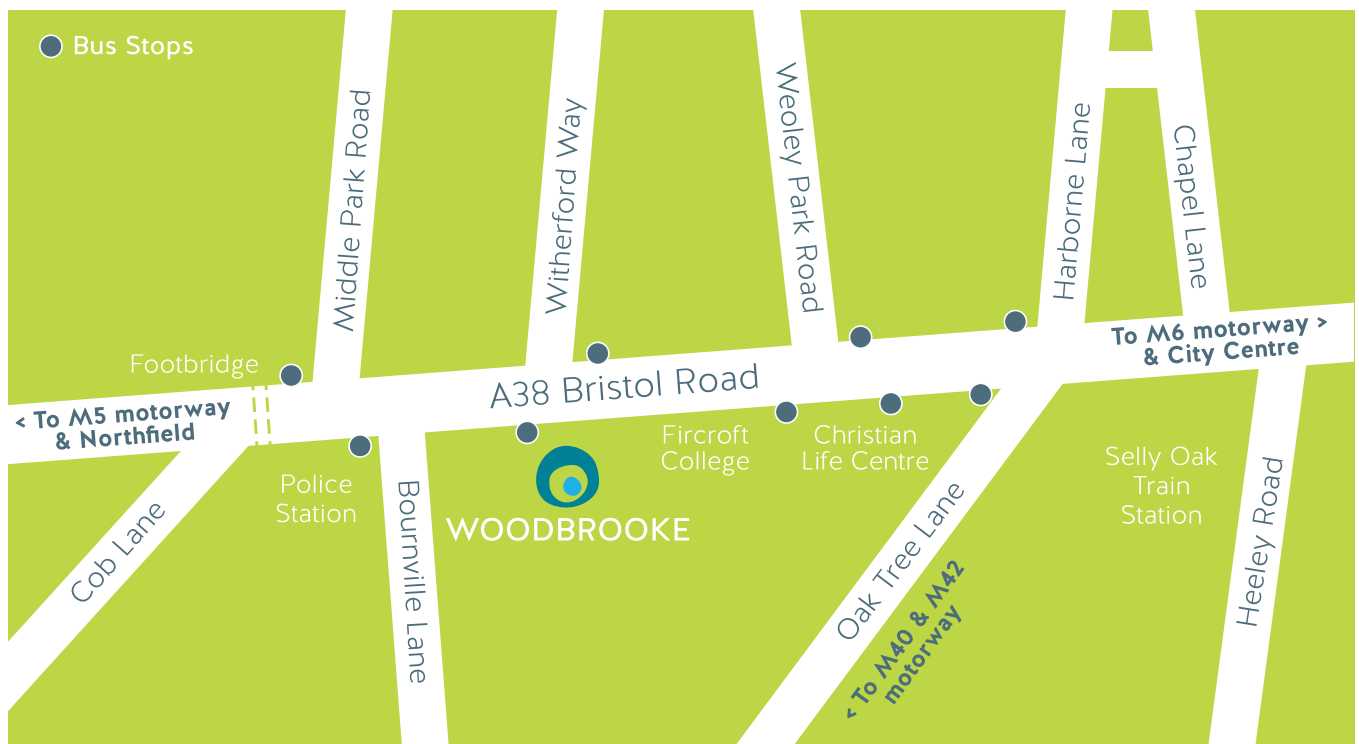
Call TOA Taxis on 0121 427 8888 or request a taxi using your smartphone.

BUS

Buses run to Woodbrooke from close to Birmingham New Street and Moor Street stations. For Woodbrooke you need to alight the bus at ‘Witherford Way’ stop.

Buses accept the exact fare only so please have plenty of change with you. Buses also accept contactless card payments.

For the most up to date bus information please visit www.nxbus.co.uk



BY ROAD

Woodbrooke is accessible from the A38 Bristol Road.

If you are travelling south (from Birmingham city centre towards Longbridge): travel through Selly Oak. Continue straight ahead and when the road slopes downhill, carry on past Fircroft College on your left. The entrance to Woodbrooke is on the left shortly afterwards.

If you are travelling north on the A38 (towards Birmingham city centre): after leaving Northfield, continue straight ahead. When you pass under a footbridge, look out for Woodbrooke 200 yards on the right, on the opposite side of the carriageway. Go further up the hill and do a U-turn through the next gap (as signposted) to come back down the hill to the Woodbrooke entrance.

TO GET TO THE A38

From the M6 – take Junction 6 and head towards the M38 Aston Expressway which will turn into the A38 Bristol Road. Continue for around five miles.

From the M40 – join the M42, exiting the M42 at Junction 2. Take the A441 towards Birmingham (signposted Cadbury World). After six miles, turn left onto the A38 Bristol Road. Woodbrooke is on the left after Fircroft College.

From the M5 Junction 4 – take the A38 (travelling north) for approximately six miles.

LEARNING AND ACCESSIBILITY

At Woodbrooke we aim to provide inclusive, participatory learning that recognises and affirms the diverse gifts of all in the community. We all have needs in relation to our learning and our tutors work to ensure all are able to participate in ways suitable for them and the course. We are aware that some people may have particular requirements that need to be met in order to enable them to come to Woodbrooke and to participate in courses (e.g. being a wheelchair user and needing a ground floor bedroom or needing course material/handouts provided in a particular format).

We understand that the way that different needs impact on someone's life varies greatly between individuals. We especially understand that if the needs are well managed, asking further questions might feel intrusive. We ask for information about your requirements so we can work with you to ensure that the necessary provision is in place for you to participate as fully as possible in your chosen course. We are guided in this by equality legislation and by our Quaker commitment to equality. This information will be shared with relevant staff and course tutors. Sometimes it is helpful for staff or tutors to be able to contact participants to discuss their requirements and how these can best be supported.

If you have access or communications requirements, please let us know when booking or as soon as possible, preferably at least three weeks before your course. In our experience this gives us a better chance of meeting your requirements. We will try our best to meet all access and communications requests through reasonable adjustments and/or the provision of additional aids or equipment. Whether we can meet your needs will depend on the exact nature of your request, and we will work with you to find the best way of you being able to participate as fully as possible.

Woodbrooke has hearing loops, ramps, scooters, a wheelchair lift, stair lifts and specially-fitted bathrooms, toilets and bedrooms.

If you need to be accompanied by a carer for you or your child so you can participate in a course, Woodbrooke will provide the carer with free accommodation and meals for the duration of your stay.

Please contact us to discuss any specific requirements or if you would like further information.

HOW TO BOOK

- Book online at: www.woodbrooke.org.uk/learn.
- Call 0121 472 5171.
- Fill in and return the booking form opposite, you can download further forms from www.woodbrooke.org.uk/booking.

For booking queries and to request a booking form please email enquiries@woodbrooke.org.uk or call us on 0121 472 5171

HOW TO PAY

- If you are booking online you must pay in full at the time of booking.
- If you wish to pay by cheque, you must pay in full at the time of booking.
- If your meeting is paying please ask for an invoice to be sent to the treasurer when you book.
- If you are booking using a paper or electronic form and wish to pay by credit or debit card we require a minimum payment of 20% of the course fee at the time of booking. The balance will be due by 7am, 21 days prior to the event, and will be automatically charged to your card at that point. We will credit your booking with any bursaries or discounts before this.

WHEN TO BOOK

Please book as soon as possible. We encourage early booking to maximise the chances of a course running. Unfortunately, we occasionally have to cancel courses. Decisions about the viability of a course are usually made three to four weeks before the start of a course.

COURSE START AND FINISH TIMES

Courses at Woodbrooke begin at 6.15pm, with an evening meal, and end with lunch on the last day unless there are different timings given in the individual course details.

CANCELLATIONS AND TRANSFERS

If Woodbrooke cancels a course you are booked on you will receive a full refund. If you need to cancel your place on a course then you can transfer your booking to another course or simply cancel.

Transfers:

You can transfer your payment to a different course with no change – with the following terms:

- You can make one transfer per booking.
- You are required to choose a new course within seven calendar days of notifying us you want to transfer your booking, otherwise we will treat it as a cancellation.
- If the new course is a higher price, this will be due three weeks before the start of the new course.

- If the new course is a lower price, we will refund the difference.

Money paid by a Quaker Meeting or other organisation can be transferred to another individual from the same Meeting or organisation to use. The same terms apply as above.

Cancellations:

If you do not wish to transfer then you can cancel your booking with the following terms

On-site Courses

- If you notify us of a cancellation before 7am on the 56th day (8 weeks) prior to the event, you will receive a full refund.
- If you notify us of a cancellation after 7am on the 56th day (8 weeks) before the start of the course we will charge a cancellation fee of £20. Any additional money will be refunded.

Online Courses

- If you notify us of a cancellation before 7am on the 14th day (2 weeks) prior to the event you will be given a full refund.
- If you notify us of a cancellation after 7am on the 14th day (2 weeks) prior to the event we will charge a cancellation fee of £10. Any additional money will be refunded.

Change of content or tutor: We make every effort to run courses as advertised. However, there may be occasions when we have to change course content and/or tutors. Woodbrooke reserves the right to make these changes. In such instances, no reductions or refunds are available and the normal Cancellation & Transfers Policy applies.

Insurance: We recommend that you consider taking out cancellation insurance to provide cover in the event of having to cancel your booking due to unforeseen circumstances. Woodbrooke is not able to recommend an insurance provider.

Cooling off period: If you cancel your booking within fourteen days of receiving confirmation of your booking from us you are entitled to a full refund under consumer protection regulations.

Accommodation only bookings: You can cancel your booking up to 7am on the day of arrival without any charge unless you have chosen a non-cancellable, non-refundable bedroom rate. Please check your booking confirmation for further details.

The information in this brochure is correct at the time of printing and may be subject to change. For the latest information and our full terms and conditions see www.woodbrooke.org.uk/terms.

Booking form

TQR20

Name of course(s) you'd like to attend:

Dates (from/to):

Please give details of any **extra nights** you would like to stay:

First name(s)

Last name

Name you like to be known by

Address

Postcode

Tel. Day

Tel. Evening

Email address

Contact and Consent: Here at Woodbrooke we take your privacy seriously and will never share or sell your details for marketing purposes. However from time to time we would like to contact you with details of other courses and news regarding Woodbrooke fundraising, research, accommodation and meeting facilities.

You may contact me by

Post Email Telephone SMS

You can find Woodbrooke's full Terms and Conditions and Privacy Policy at

www.woodbrooke.org.uk/privacy-policy.

You can opt out at any time, to do this please email mydata@woodbrooke.org.uk

Are you associated with the Religious Society of Friends (Quakers?) Yes No

If yes, what is the name of your meeting/ worshipping group?

We would like to send your course information by email rather than post. If you are unable to receive your course programme and course information via email please tick this box:

Tick here if you would like **travel directions**:

Dietary requirements:

None Vegetarian Veg/Fish
 Vegan Non-dairy Diabetic
 Gluten Free Low Fat

Intolerances/Allergies:

Is this your **first course** at Woodbrooke?

Yes No

Are you attending this course as part of your **EfM programme**? Yes No

How did you hear about this course?

If you have previously attended a Woodbrooke course and have since changed your name or address, please let us have your previous details:

First Name(s)

Last name

Address

Postcode

Data protection: for course administration, Woodbrooke processes data in order to offer services to our customers. We ensure all personal information supplied is held in accordance with EU General Data Protection Regulation and UK Data Protection legislation. We will not keep this information for longer than necessary.

Access

Do you have any access or communications requirements in relation to the building?

Sight Mobility Hearing Other

Please give details:

Do you have any access or communications requirements in relation to the course?

Sight Mobility Hearing Other

Please give details:

Please see page 26 for our commitment to learning and accessibility.

Accommodation

Would you like a residential place? Yes No

Please tell us a little about your interest in the course for which you are booking:

Special offers and bursaries

We would like to make coming to Woodbrooke as accessible as possible. We encourage you to speak to us if you would like to discuss bursaries and special offers.

I would like to claim one of the following special offers

- First-timers' £50 discount
 Young Friends' 50% discount

Bursaries and financial support

Please let me know about financial support from Woodbrooke

For more details and to see the full terms and conditions, see www.woodbrooke.org.uk/offers

Payment Details

Please make all cheques payable to Woodbrooke

1. I've arranged for my meeting to pay for the course

- Full payment is enclosed (payable to Woodbrooke)
 Please send an invoice to the Treasurer

Treasurer's name

Treasurers email address

It is the participant's responsibility to ensure Woodbrooke gets payment before the course.

2. I am paying myself

- I am sending a cheque (payable to Woodbrooke) for the full amount.
 I would like to pay by credit/debit card. We will send you a link to pay on a secure website. We require a minimum payment of 20% of the course fee at the time of booking*. The balance will be due 21 days prior to the event, and will be automatically charged to your card at that point.

*Refundable subject to our cancellation policy (see page 28 or online at www.woodbrooke.org.uk/terms-conditions)

Please fill in the details below

Course fee: £

Donation: £

Total Payment: £

I want to Gift Aid* my donation

Signature

Date

*If you have boosted your donation with Gift Aid via the booking form, please notify Woodbrooke if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains.

If you pay income tax at the higher or additional rate and want to receive the additional tax due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue & Customs to adjust your tax code.

RETURN TO WOODBROOKE, 1046 BRISTOL ROAD BIRMINGHAM, B29 6LJ



**WOODBROOKE
ON-THE-ROAD**
Bring Woodbrooke learning to
you and your meeting

Efm
EQUIPPING FOR MINISTRY



TOP 5
SINGING
COURSES

CAN WE STAY
IN TOUCH?

WOODBROOKE
LEARNING



WOODBROOKE

MEET • STAY • LEARN

For more information about booking please contact:

Tel: 0121 472 5171 • Email: enquiries@woodbrooke.org.uk

You can also learn more about Woodbrooke by visiting www.woodbrooke.org.uk



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