

XVI. Related Organizations

- A. Friends World Committee for Consultation (FWCC)
- B. Friends Home, Inc.
- C. Guilford College Quaker Archives
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Name of Related Organization Friends World Committee for Consultation - International

Membership

Triennial Representatives	125
Appointed by	101 participating Yearly Meetings
Co-opted Members	Up to 57
Interim Committee	Up to 15
Appointed by	Triennial Meeting
Scheduled meetings	Meet twice between Triennial Sessions

Positions

Chairperson
General Secretary
Associate Secretary

Appointed by Triennial Meeting

Term of Appointment Determined by Yearly Meetings

Supported by Contributions

Statement of Purpose

Encourage and strengthen the spiritual life within the Society of Friends through such measures as the promotion of inter-visitation, study, conferences and a wide sharing of experience on the deepest spiritual level.

Help Friends gain a better understanding of the worldwide character of the Society of Friends and its

vocation in the world today.

Promote consultation among Friends of all cultures, countries and languages.

Seek to bring the different groups of Friends into intimate touch with one another on the basis of their common Quaker heritage, with a view to sharing experience and coming to some measure of agreement in regard to their attitude toward modern world problems.

Promote understanding among Friends of all countries and members of other branches of the Christian Church and with members of other religious faiths, and interpret the specific Quaker message to those who seek further religious experience.

Keep under review the Quaker contribution in world affairs and facilitate both the examination and presentation of Quaker thinking and concern.

Specific Areas of Concern

1. Consultation between Missions and Service - Building acquaintance and confidence, staff visits are aimed at improving relations between various Quaker agencies.
Establishment of a list of openings for Quaker Service is another proposal which would serve this purpose, helping to break down boundaries in Quaker work; steps are constantly being taken toward trans-national ways of working at Quaker tasks.
2. Isolated Friends - Many Friends in non-Quaker work outside their own countries want to make effective Quaker witness. FWCC correspondence and arranging of visits provide information and inspiration.

Name of Related Organization Friends World Committee for Consultation - Local

Governing Body Representative Body

Membership

Appointed Members number specified by FWCC, American Section

Appointed by Representative Body on recommendation of Nominating Committee

Term of Appointment 3 years

Chairperson

Appointed by These representatives appoint their own chairperson

Supported by Budget allocation

Statement of Purpose

1. Keep FCNC Yearly Meeting informed.
2. Promote the work of the International FWCC.
3. Represent the Yearly Meeting at the meetings of the larger body.

Name of Related Organization

Friends Homes, Inc.

Governing Body

Friends Homes, Inc. Board of Trustees

Board Membership

Appointed Members

No fewer than 12 or more than 24

Appointed by

Friends Homes, Inc. Board of Trustees

Term of Appointment

Three years

Eligibility

- 1) Member of the Religious Society of Friends,
or
- 2) maintaining a long-term relation with the
Religious Society of Friends, or
- 3) grounded in the faith and practice of the
Religious Society of Friends

Mission

Guided by Quaker principles, Friends Homes offers an environment which encourages independence and a sense of wholeness, wellness and security, at reasonable cost, so that each resident may live a fulfilling life.

Principles and Processes

The Board of Trustees and the officers of the Corporation, in the performance of their duties, often draw upon principles and processes that are central to the practice of the Religious Society of Friends. The Bylaws place these principles and processes within the context of the legal framework established by the North Carolina Nonprofit Corporation Act (the "Nonprofit Act") and other applicable law.

At any meeting of the Board of Trustees, the Chair's declaration of the "sense of the meeting" reflects that those present have reached substantial unity, and that, if a vote were taken, the matter would be decided in accordance with the sense of the meeting as declared by the Chair.

Quaker Archives Guidelines for Monthly Meetings XVI.C

Monthly meetings are advised to carefully keep their records and deposit them on a regular basis in the Quaker Archives for future preservation. Meeting records establish legal and financial documentation and provide source material for meeting, personal, and social histories. The Quaker Librarian and Archivist works with designated yearly meeting committees and/or individual meetings to insure continued maintenance of the Quaker archives and to encourage constituent meetings to deposit their minutes and records in a timely manner.

Permanent records that should be deposited in the Quaker Archives include:

- Monthly Meeting Minutes
- Ministry and Counsel Minutes (or comparable committee)
- Membership Records (including births, deaths, and marriages)

Other permanent records that a meeting should preserve and may consider depositing in the Quaker Archives as space allows include:

- Deeds and related property records
- Committee minutes
- Sub-organizational minutes (such as a USFW Circle, Cemetery Association, or Young Friends group)
- Financial papers
- Important correspondence
- Materials documenting special projects
- Selected photographs and videos documenting the life of the meeting

It is recommended that meetings keep a photocopy set or extra printout and/or e-files of recent records at the meeting for routine reference use. Quaker Archives staff can assist meetings with photocopy requests for items only available in the archives if needed.

At this time, permanent records are required to be on paper prior to deposit in the Quaker Archives. Electronic records, including files on disks or submitted as e-mail attachments, cannot be maintained permanently. Meetings are encouraged to print copies of minutes and records of permanent value regularly since computer files are sometimes lost through technological difficulties. Ideally, minutes should be kept on acid-free buffered paper. The Quaker Archives staff can assist meetings in acquiring

suitable paper. However, the Quaker Archives will accept printed minutes on any type of paper. Use of permanent inks is encouraged when possible.

Meetings should take care that minutes and other permanent documents are prepared in a way that will not damage the records in the future. Therefore, scotch tape and other adhesive products are discouraged since the adhesives deteriorate the paper rapidly. Metal paper clips and staples rust over time so items should only be clipped together temporarily.

Materials deposited in the Quaker Archives are placed in archival folders and boxes. Therefore, meetings are discouraged from purchasing new folders or notebooks prior to deposit. Records are best deposited in organized folders or neatly stacked in chronological order.

Meetings should deposit records on a regular basis but the specific schedule varies according to the type of record and the status of the meeting. More frequent deposits are encouraged to reduce risk of record misplacement or deterioration. Suggested schedules include: annually, every three years, or whenever there is a change in the clerk responsible for the records. Membership files for those whose membership has ended (either by death, transfer, or resignation) should also be deposited on a regular basis. Any written meeting histories should be deposited when they are produced.

Records may be delivered in person or sent by delivery service to the Quaker Archives at Guilford College. It is recommended that items shipped be sent by registered mail or another system that allows for tracking. Deliveries in person should be made during regular business hours and advance contact is recommended to insure someone will be available to receive them. The Archives Assistant will send a letter of acknowledgement to the monthly meeting clerk (or alternate designee when indicated) upon receipt of incoming records.

Last Updated 1/2019

Quaker Archives Frequently Asked Questions

Depositing Records with Quaker Archives

Q1. Can we e-mail meeting records to the Quaker Archives?

A1. We do not accept records by e-mail. With the rapid changes in technology (remember 5-inch floppy discs?), paper records have better longevity for archival purposes. Please print out or copy minutes and records on acid-free paper. Do not invest in binders or pretty folders, as we may discard those. Having each meeting print or copy their own records on archival paper (instead of e-mailing them and asking us to print them) helps stretch our limited staff time and supplies.

Q2. Can we mail meeting records instead of bringing them in person?

A2. Yes. Mail documents to: Quaker Archives, Guilford College, 5800 W. Friendly Ave., Greensboro, NC 27410. We will send an acknowledgment to the clerk of the meeting, unless you specify another contact person (such as recording clerk or historian).

Q3. Which records do you want? Do you want everything we've ever published?

A3. Think about what will be important 25, 50, or 100 years from now. Most meetings deposit minutes, as a minimum. Membership records provide a wealth of information for future genealogists.

We do not have space to keep bulky, repetitive items (such as bulletins, flyers, or annual directories). You may want to keep these records on file at the meetinghouse. Meetings are welcome to deposit a sampling to show major changes, such as one per decade, or to show pastoral and staff changes. We recommend eventually discarding/destroying papers that are summarized in official minutes, such as bank statements.

If your yearly meeting does not have a collection policy, you can start with N.C. Yearly Meeting (FUM) Faith and Practice (2012 edition) and the Committee on the Care of Yearly Meeting Records (2002 policy) recommendations that official monthly meeting minutes, membership records, Ministry and Counsel minutes, quarterly meeting minutes, quarterly meeting Ministry and Counsel minutes, minutes of yearly meeting committees and boards, and written histories or publications about the meetings be deposited in the Archives. Other records are optional (such as committee minutes or building records).

Q4. What about privacy? Will birthdates or minutes about personnel be open to the public? Will they be posted on the internet?

A4. Minutes as recent as 25 years are restricted to meeting members only, unless written permission is provided by the meeting. Membership records with personal information like birthdates are restricted for 75 years, and will not be posted online before that time limit. Some records may be published with permission from the meeting (such as meeting histories with pastor biographies). Records may have

tighter restrictions upon request (for example, Ministry and Counsel minutes available only to M&C members), but should be available to the public after 75 years.

Q5. I just found/inherited 10/20/30 years of meeting records and I'm overwhelmed. What do I do?

A5. Call us at 336-316-2264 or e-mail archives@guilford.edu. We'll figure out if they are missing records or duplicates. If they help complete the collection for your meeting, we'll be glad to help process them.

Q6. I want to help complete our meeting's archives. How can I find out what's missing?

A6. Visit <http://library.guilford.edu/quakerrecords> for a list of what we have for your meeting. Or you can call or e-mail us and we will research the status of your records.

Q7. Should we use staples or paper clips?

A7. Staples and metal paper clips rust over time, causing damage to records. Loose pages are acceptable, or you can use vinyl-covered paper clips to separate records.

Q8. Can we copy or print double-sided papers?

A8. Yes, double-sided paper saves space and resources. We do recommend that each month start on a new page, so that particular minutes are easy to find.

Meeting History and Genealogical Research

Q1. Where can I find Quaker minutes and records online?

A1. In 2012, Ancestry.com scanned minutes and records prior to 1937 from the archives at Haverford, Swarthmore, Guilford and Earlham colleges. After indexing the records, Ancestry posted them online in May 2014. Friends who don't have an Ancestry membership can access the records at Guilford College and some local libraries.

Q2. I'm a birthright Quaker. Do you have records for all my family?

A2. Friends kept meticulous records prior to civil (government) records, but not everyone is listed. A few meetings have lost records by fire or other means. Friends did not record the children of members who were disowned (eg. for joining the military, marrying a non-Friend, owning slaves). And some Friends moved to remote areas away from an established meeting. However, we have records for North Carolina and other areas in the Southeast back to the 1600s. Quaker records are an excellent place to start researching your family.

Q3. When can I do research in the Quaker Archives? Do I need an appointment? Does it cost anything?

A3. Our research room is open from 9 a.m. to 12 p.m. and 2 p.m. to 5 p.m. Tuesday through Friday. You do not need an appointment for basic research; however, please call ahead if you need specific meeting records. There is no charge, but donations are appreciated. Please make checks out to "Guilford College," with Quaker Archives on the memo line.

Donations

Q1. I'm cleaning out a bunch of books, including Quaker or genealogy books. Should I bring them to you?

A1. We may already have them. Please jot down a list of titles and send it to Gwen Erickson at archives@guilford.edu.

Q2. I have an old family Bible with genealogical information in it. Do you want it for the collection?

A2. If you bring it to Archives, we will copy the pages with genealogical information onto archival paper and return the Bible to you to keep in your family. If you don't wish to leave your Bible for a week or two, please call ahead for an appointment.

Q3. I've inherited old documents/clothing/furniture or other items from members of my Quaker family. Do you want them?

A3. We have limited space, and an archives is different from a museum. Therefore, we can only accept items that specifically document Quaker history and fit into the space we have (such as letters from conscientious objectors, photographs of meeting houses, maybe a missionary's hat). Please contact the archivist, Gwen Erickson, for answers in each case.

Q4. Can I loan you a document or object, and it still belong to my family?

A4. We do not accept items on loan. Circumstances such as death, multiple heirs and disputed ownership can lead to legal complications. Therefore, donated items become the property of the Quaker Archives.

Quaker Archives

Guidelines for Memorials

The Committee on the Care of Yearly Meeting Records has compiled the following guidelines for writing memorials for deceased members. They have been designed to assist writers in determining what information is necessary and useful to include.

It is suggested that memorials be written for all members who have died within the year and that memorials for members who have been active in leadership roles be sent to the Quarterly Meeting and the Yearly Meeting.

Include:

- Full name, including maiden name of a woman
- Birth and death dates
- Names of parents
- Place of birth
- Name(s) of spouse and children
- Principal places of residence
- Occupation or profession
- Major contributions to the life of his or her community
- Brief history of spiritual journey, i.e., when and under what circumstances the deceased came into the Society of Friends, when recorded as a minister if deceased was a minister, specific characteristics of his or her ministry
- Major ways in which the deceased contributed to the Society of Friends, i.e., positions held, leadership contributions, specific ministries such as, hospitality, spiritual nurture, religious education
- Do NOT list every committee ever held, only those that made a real difference
- Anything else that seems important to remember
- AVOID general and vague statements about the deceased
- AVOID overblown praise; let the life speak for itself
- Be succinct

Related Organization	Friends Center at Guilford College
Leadership	C. Wess Daniels is the William R. Rogers Director of Friends Center and Quaker Studies at Guilford College Aleks Babić – Director of the Quaker Leadership Scholars Program Evelyn Jadin – Multifaith Coordinator and Chaplain
Membership	Name of appointment Guilford College - Independent Appointed members 1
Appointed by	Representative Body on recommendation of Nominating Committee
Term of appointment	1 year
Supported by	Contributions of individuals, Friends Meetings, Yearly Meetings, and Associations, USFW Circles and Guilford College

Purpose

Friends Center is a collaborative endeavor of Guilford College and the Religious Society of Friends to promote the strengthening of Friends and their institutions. Friends Center promotes the vitality of the Quaker communities it serves through liaison and program work.

Programs

Guilford College Multifaith Collaboration - Provides interfaith focus seeking to build community and awareness through intergroup dialogues, regular worship opportunities, small groups, speakers, forums, community service, spiritual guidance, and more.

Distinguished Quaker Visitor Programs - Sponsors programs annually for the college and wider community, bringing significant Friends and religious figures to NC.

Quaker Leaders Scholars Program (QLSP) – Focuses on three areas of formation: community service; leadership development, and community building through worship and learning in order to prepare students for significant service in the world and among Friends in one or more of the following areas: Quaker ministry, teaching in a Friends' institution, working for Quaker peace movement, applying Quaker principles in the field of business, industry, or other professional work.

Underground Railroad – Offering tours and educational materials about Quakers and their abolition work in North Carolina, as well as Friends history of race and racism.