

Name of Committee: Epistle Summarising Committee

Number of Members: 3

Brief description of mandate:

Every year, CYM receives epistles from Yearly Meetings (and some Quaker organisations like AFSC) around the world -- typically 20-30 of them. The goal of the Epistle Summarising Committee is to read through all of those epistles, and distil their content down into a short (max 500 word) document suitable for circulating at CYM. We try to find common themes, but also highlight individual issues that seem important. The aim is to produce something that will alert Friends to any epistles they might want to look at themselves.

Number of meetings per year: The committee never meets in person. Contact takes place mostly over email, sometimes supplemented by phone calls.

Typical time of year of meeting/s: Although there are no meetings, all of the committee work is done between about February (when we receive the epistles) and the end of April (when Documents in Advance are due for CYM).

Location of meetings: No physical meetings.

Amount of time required beyond committee meetings: Varies very much according to individual effort put in. Each member must read all of the epistles and write up a summary of some common themes. Some work then needs to go into editing the work of each member into a unified report.

Required to be present at CYM? No

Is financial support provided for attending meetings? No

Geographic representation needed at the Committee? No

Specific skills needed: Good writing skills. Some awareness of which issues from other epistles are most likely to resonate with Friends at CYM is an asset.

Special responsibilities of committee: (i.e., employment; staff supervision, etc.) None

Working groups/sub committees of this committee: None

Other pertinent information for prospective members: Every year the senior member of the three acts as clerk and then rotates off the committee. The clerk chooses a method by which to divide responsibility for summarising the epistles, and is ultimately responsible for getting a report in to CYM, so usually takes the lead in combining the work of the committee members into one report.