

2.9 Minute book

Permanency of minutes and the records of membership, associated members, births, adoptions, marriages and deaths is expected.

Regardless of the media utilized for recording minutes, two copies should be written or printed on acid-free paper using only permanent ink. One copy will go at once to the Yearly Meeting Office, the other to the Clerk of the Meeting or committee to enter into the Minute/Record Book. Minute books no longer in use, although still the property of the Meeting, should be sent to the CYM Archives for safe-keeping and future reference. In writing minutes, a heading with the subject of each item should be set apart for easier location, either made bold, capitalized, underlined or noted in the margin. Indexing if appropriate is also helpful.

3.6 Transfer of membership

3.6.1 Individual Transfers

Friends wishing to transfer their membership to another Monthly Meeting usually join in the life of the Meeting prior to requesting a transfer. When ready, they initiate the process by writing to both Monthly Meetings. The Clerk of the Monthly Meeting where they hold membership writes to the receiving Monthly Meeting to confirm that the person is a member in good standing of that community. The receiving Monthly Meeting follows its own process for considering transfers.

Membership via transfer should be recorded in the Minutes of a Meeting for Business of the receiving Monthly Meeting. This Minute is then sent to the Monthly Meeting

where the membership was held, which then records in their Minutes that the transfer has occurred.

Monthly Meeting Clerks are responsible to see that the Friend and the other Monthly Meeting are kept informed as to the status of the transfer request and to see that the Minute recording the transfer of membership is sent to the Yearly Meeting.

3.6.2 Group Transfers

Initial membership in a newly forming Monthly Meeting is done as a group transfer. A list of those Friends wishing to transfer their membership is prepared by the new group and sent to the Monthly Meeting(s) where membership is currently held, the Half-Yearly Meeting, if applicable, and the Yearly Meeting. The Half-Yearly or Yearly Meeting Minute recognizing the new Monthly Meeting records this list of names. The Monthly Meeting(s) where membership was held record in their minutes the names of their members that have transferred to the new meeting. The new meeting records the list of initial Members in the Minutes of their first Business Meeting. After this initial transfer, membership is under the care of the new Monthly Meeting.

THE RISE AND RECOGNITION OF NEW MEETINGS

Over time the Religious Society of Friends have devised a variety of ways to recognize Friends gathered together in worship. These designations are indicative of the responsibilities that they are expected to undertake. In Canadian Yearly Meeting, our practice is to recognize:

- Worship Groups
- Allowed Meetings (including Meetings currently named “Preparative Meeting”)
- Monthly Meetings, as described earlier in Chapter 4 (including Meetings currently named “Executive Meeting”)

We are grounded in these bodies.

4.15 Worship Groups

When several people have been drawn to Friends’ ways of worshipping God and to the Testimonies of the Religious Society of Friends, they may form a Friends Worship Group. Usually, at least one participant is a member of the Religious Society of Friends. Even if only two or three persons gather at the time appointed for an open Meeting for Worship, it is worthwhile to persevere so that all may grow spiritually and enjoy the blessings of worshipful fellowship.

The Worship Group, at its formation, relates itself to a Monthly Meeting which records its establishment and forwards this Minute to the Half Yearly Meeting, if applicable, and the Yearly Meeting.

It is essential that both the Worship Group and its Monthly Meeting have a clear understanding of their relationship with

regard to actions and responsibilities. Since the Monthly Meeting has care over what transpires within its community, the Worship Group needs to be aware that it may not present itself as an official body of the Religious Society of Friends or act in its name. Membership, marriages under the care of the Meeting, approval of Memorial Minutes, and the holding of property are the responsibility of the Monthly Meeting.

A Worship Group should name one of its members to serve as contact person to receive information which is provided to foster a feeling of fellowship in the Religious Society of Friends. It is the responsibility of the person so named to share information and materials with others in the Worship Group.

Although most Worship Groups do not conduct regular business meetings, they may do so as they feel led.

Each Worship Group arises and develops in unique circumstances. Support, nurture, and resources, sensitively offered by the Monthly Meeting are critical. Visitation provides encouragement, deepens the sense of community, and can be used as a time to share in the understanding of Friends’ faith and practice. A Worship group may at some point feel led to become an Allowed Meeting or Monthly Meeting (see sections 4.16 Allowed Meetings and 4.18 Becoming a Monthly Meeting).

Because situations differ, some groups may not persist and, after a time of spiritual enrichment for their participants, may cease to meet. The decision to lay down a Worship Group is recorded through a minute of its Monthly Meeting and then forwarded to the Half Yearly Meeting, if applicable, and the Yearly Meeting.

4.16 Allowed Meetings

In Canadian Yearly Meeting an Allowed Meeting is a small Quaker Meeting that holds regular public Meeting for Worship after the manner of Friends and regular Meetings for Business to look after its own local Quaker affairs. An Allowed Meeting only exists within the context of a Monthly Meeting. It does not carry the full responsibilities of a Monthly Meeting, such as acting on matters of membership in the Society of Friends, having care over marriages, and holding property. Memorial Minutes approved by the Allowed Meeting are to be sent to the Monthly Meeting for recording in the Minutes of the Monthly Meeting.

A Worship Group may apply to its Monthly Meeting for recognition as an Allowed Meeting. The Monthly Meeting will assist the group in discerning its readiness, and may establish a Clearness Committee for this purpose. A Minute recognizing the Allowed Meeting is made by the Monthly Meeting, which forwards the minute to the Half Yearly Meeting, if applicable, and Yearly Meeting. At the request of the Allowed Meeting, a Committee of Care may be formed to support the new Meeting. The Allowed Meeting appoints a clerk, establishes committees, and fills any positions which it deems appropriate.

An Allowed Meeting may at some point feel led to become a Monthly Meeting (see section 4.18 Becoming a Monthly Meeting).

4.17 Preparative Meetings

The designation of “Preparative Meeting” has been replaced with “Allowed Meeting”.

4.18 Becoming a Monthly Meeting

Established Worship Groups or Allowed Meetings may seek recognition as a Monthly Meeting at a time they feel is appropriate.

The first step towards becoming a Monthly Meeting is to request a Clearness Committee from the Monthly Meeting. This Clearness Committee meets with the group seeking to become a Monthly Meeting and reports its recommendation back to that group, to the Monthly Meeting, and to the Clerks of Half-Yearly Meeting, if applicable, and Yearly Meeting. The Monthly Meeting also forwards the Minute regarding their consideration of the Clearness Committee recommendation to the Clerks of Half-Yearly Meeting, if applicable, and Yearly Meeting.

A new Monthly Meeting is recognized as such when it has been approved by the Half-Yearly Meeting or by Yearly Meeting, and the initial transfer of membership has occurred. (See section 3.6 Transfer of Membership.) After the initial transfer of membership, others may join the new Monthly Meeting via the usual processes.

Once the new Monthly Meeting is established, a small committee comprised of Friends from both Monthly Meetings may be set up to assist with changes resulting from the creation of the new Meeting.

A Friends group which is not part of a Monthly Meeting must find a Monthly Meeting to affiliate with to undertake the process of becoming a Monthly Meeting.

5.4 Representatives from Quarterly and Half-Yearly Meetings

Each Quarterly Meeting and Half Yearly Meeting is invited to name a representative to Representative Meeting. This would assist Half-Yearly Meetings and Quarterly Meetings to take on projects in support of the Yearly Meeting.

5.5 Delegates from Quarterly and Half-Yearly Meetings

Each Quarterly Meeting and Half Yearly Meeting is invited to appoint delegates to Yearly Meeting. These delegates should be prepared to speak to the business of their Quarterly or Half Yearly Meeting that is coming to the Yearly Meeting for consideration. They would report to their respective Meetings. They would also attend the Meeting of Delegates during the Yearly Meeting sessions.

6.2 Clerks of Yearly Meeting

The Yearly Meeting shall be opened at the appointed time and place by the Clerk. In the absence of the Clerk, an assistant Clerk shall perform this service. If neither is present, the Meeting shall appoint a Temporary Clerk.

The duties of the Clerk of Yearly Meeting shall be as for Clerks of other Meetings for Business (see Section 2.14). The Clerks of Yearly Meeting also serve as Clerks for Representative Meeting.

The Clerk shall see that the business is properly prepared for presentation to the Meeting for its consideration, announce decisions when made, sign all documents and epistles and

other communications on behalf of the Meeting, countersign certificates of ministers and others liberated for service in other lands and sign such documents and transcripts of records as may require certification.

Yearly Meeting authorizes the Yearly Meeting Clerks together with the Yearly Meeting Treasurer and Clerk of Yearly Meeting Trustees to make decisions that need timely implementation between sessions of Yearly Meeting or Representative Meeting and are clearly in line with Quaker values and with our previous work. It is expected that this Committee of Clerks will consult with the Clerks of Monthly Meetings, other Yearly Meeting Committees, and the Clerk of Continuing Meeting of Ministry and Counsel, as appropriate. Any decisions taken in this manner will be reported to the following meeting of either Yearly Meeting or Representative Meeting.

6.4 Representative Meeting

Representative Meeting is the body that is entrusted with the general care of those matters which affect the life of Canadian Yearly Meeting of the Religious Society of Friends between the full sessions of Yearly Meeting. Representative Meeting has the authority to approve *one* of the two readings of proposed changes to *Organization and Procedure* (see section 6.13 Discipline Review Committee).

Representative Meeting is entrusted to take action and to make public statements on behalf of Canadian Yearly Meeting in light of the faith and practice of Yearly Meeting as determined by testimonies and procedures of Friends. It is not authorized to extend statements of faith. This matter is the responsibility of Yearly Meeting in session.

Representative Meeting extends advice and assistance to those Friends suffering on account of their witness to Friends'

testimonies.

Representative Meeting has responsibility for care and administration of financial and personnel matters within Canadian Yearly Meeting. It meets on such dates as Yearly Meeting or Representative Meeting may designate. It reports annually on its proceedings to Yearly Meeting and may ask Yearly Meeting to consider some matters in full session for specific action. The expenses incurred by Representative Meeting are paid from Yearly Meeting funds.

Each Monthly Meeting appoints a representative to Representative Meeting for a term of five years, so that approximately a fifth of these representatives are named each year at the rise of Yearly Meeting. Monthly Meetings may appoint an alternate if their representative is unable to attend. Quarterly and Half-Yearly Meetings may also appoint representatives (see section 5.4).

Representative Meeting consists of:

- a) a representative from each Monthly Meeting of Canadian Yearly Meeting;
- b) a representative from each Quarterly Meeting and Half Yearly Meeting of Canadian Yearly Meeting, if they wish;
- c) the Clerk(s) of Yearly Meeting, who serve as Clerks of Representative Meeting as well;
- d) the Representative Meeting Recording Clerk(s);
- e) the clerks, or a representative, of Yearly Meeting standing committees;
- f) the clerks, or a representative, of other Yearly Meeting bodies (Trustees, Continuing Meeting of Ministry and Counsel) and Canadian Young Friends Yearly Meeting;
- g) the Treasurer of Yearly Meeting.

At least ten members must be present to hold a Representative

Meeting.

6.5 Meeting of Delegates

The Meeting of Delegates consists of the delegates appointed annually by Monthly, Quarterly, and Half-Yearly Meetings to attend Yearly Meeting sessions. It has two responsibilities. Together with members of the Yearly Meeting Nominating Committee, the delegates review the proposed nominations for Yearly Meeting appointments which will then be presented to Yearly Meeting. In addition, the delegates appoint Friends to serve as members of the Nominating Committee; these appointments include new members appointed for a three year term and replacements required to fill vacancies that may have occurred.

The Meeting of Delegates is convened by the Clerk of Yearly Meeting and clerked by a Friend chosen from among the delegates present.

6.8 Personnel Policy Committee

Personnel Policy Committee is a committee of representative meeting. Its membership is described in section 5 of the Canadian Yearly Meeting Personnel Policy.

The role of the committee is:

1. To review the Canadian Yearly Meeting Personnel Policy and to recommend changes to Representative Meeting.
2. To bring the policy to the attention of CYM and Monthly Meeting committees that employ, hire, or supervise employees and to the attention of all the employees of Yearly and Monthly Meetings.
3. To maintain updated resource materials on employment issues and to make them available.
4. To provide a forum for employees and the employing committees to share information about employment issues.
5. To provide advice on employment issues when asked.

6.13 Discipline Review Committee

Discipline Review Committee is responsible for maintaining *Organization and Procedure*, which is one-half of our Book of Discipline, the other half being *Faith and Practice: Canadian Yearly Meeting of the Religious Society of Friends. Advices and Queries* can be found in both books. *Organization and Procedure* is a guide to Canadian Yearly Meeting's structure and processes.

When a Monthly Meeting, Yearly Meeting Committee, or other Yearly Meeting entity identifies that a change to *Organization and Procedure* is needed, a proposal in writing is brought before either the Yearly Meeting or Representative Meeting. If it is approved that a change is needed, Discipline Review Committee is charged with drafting the change.-

When Discipline Review Committee has created a draft amendment, it is published and read (“First Reading”) at either

Yearly Meeting in session (preferable) or Representative Meeting. Once approved, it may then proceed to Representative Meeting or Yearly Meeting in session for “Second Reading” and final approval. To ensure broad consideration of changes, Yearly Meeting in session must do at least one of these approvals, and second reading cannot be done at the same gathering as first reading.

If non-substantive changes are suggested at the time of a reading, the draft amendment may be approved with corrections. When there is not approval of the draft amendment, it is returned to Discipline Review Committee for continued discernment. If substantive changes are brought back it may be necessary to consider that this is a new “First Reading”.-

Once a change has received final approval from the Yearly Meeting or Representative Meeting, Discipline Review Committee is responsible to see that these changes are published.

6.15 Education and Outreach Committee

Education and Outreach Committee provides resources for Friends and others who wish to understand Friends’ ways and explore where the Spirit may be leading us.

Education and Outreach Committee:

1. Facilitates life-long religious education:
 - Makes available and encourages the use of materials and resources.
 - Makes Friends ways and Canadian Yearly Meeting better known to Friends in Canada.

- Administers financial support for Friends undertaking Quaker studies and other Quaker related activities.
2. Makes our Society known to seekers:
 - Answers enquiries, maintains a supply of materials suitable for the purpose, and arranges contact, on request, with local Meetings.
 - Encourages and facilitates outreach by local meetings.
 3. Is a resource for programming at Friends' gatherings.
 4. Encourages and facilitates visitation and Travelling in the Ministry.

This committee was formerly known as Home Mission and Advancement Committee.

6.16 Nominating Committee

The Nominating Committee, which is named by the Monthly Meetings' delegates to Yearly Meeting, has the responsibility of bringing forward names for the positions in Yearly Meeting listed below. It shall consult during the year between sessions of the Yearly Meeting. After approval of its proposals by the delegates to Yearly Meeting, it shall recommend to the Yearly Meeting in session the names of Friends for the following positions:

- Clerk and Assistant Clerk.
- Members of Yearly Meeting standing committees as may be required.
- Representatives of Yearly Meeting on other Quaker bodies and on interdenominational boards, committees and bodies.
- Other nominations for other positions as directed by

Yearly Meeting.

Nominating Committee will receive and discern names for members of Continuing Meeting of Ministry and Counsel. These names are submitted to Yearly Meeting of Ministry and Counsel for their discernment and approval. To fill vacancies that arise between Yearly Meeting sessions, Nominating Committee discerns names for Continuing Meeting of Ministry and Counsel's approval. Friends approved by Continuing Meeting of Ministry and Counsel serve until the rise of the next Yearly Meeting.

Nominating Committee does not consider names for ad hoc committees and other task groups. These are directly appointed by Yearly Meeting or Representative Meeting. Yearly Meeting might request that Nominating Committee provide names in special instances.

It should be noted that Monthly Meetings appoint Friends to serve on their behalf on Representative Meeting.

The clerk of Nominating Committee initiates the consultation process by sending to all clerks of Monthly Meetings, Preparative Meetings, Half-Yearly Meetings, Home Mission and Advancement Committee and standing committees of Yearly Meeting, a list of positions to be filled at Yearly Meeting, requesting that names of suitable Friends be sent forward to fill these positions. Monthly Meetings are requested to consider names of members in Worship Groups and Allowed Meetings under their care, and Home Mission and Advancement Committee may send forward names of Friends whose membership it holds.

Nominating Committee is not required to accept all the names put forward, and it may put forward other names it deems appropriate.

Although it is desirable that Nominating Committee receive a supporting minute from the Meeting where a

nominee holds membership, this is not an absolute requirement if the committee is otherwise convinced of the person's qualification to serve. Nevertheless, consultation with that Friend's Meeting would be in right ordering.

Nominations may also be made by Yearly Meeting members when the Nominating Committee reports to Yearly Meeting. However, it is preferable that nominations by individuals be submitted in writing to the Nominating Committee prior to the committee's report to Yearly Meeting.

Representatives of Yearly Meeting to outside bodies must be members. Nominees for standing committees shall also be members, but in exceptional circumstances a Monthly Meeting may propose the name of an attender for service on a Yearly Meeting standing committee. A minute explaining these circumstances must accompany such a proposal. If Nominating Committee accepts the proposed name, the clerk of Nominating Committee shall forward the nomination, along with the explanatory minute, to the meeting of delegates and the Yearly Meeting.

Consent to serve must be obtained, or be forthcoming, from the nominee before Yearly Meeting approves any appointment. The appointment process is completed when Yearly Meeting approves the nominations.

(6.18 Religious Education Committee

This committee has been laid down. Its work is now carried out by Education and Outreach Committee and Programme Committee.)

6.18 Publications and Communications Committee

Publications and Communications Committee has

responsibility for publications (such as The Canadian Friend and the Canadian Quaker Learning Series) and the maintenance and development of the Canadian Yearly Meeting on-line presence (such as the quaker.ca website). This committee also works to aid our understanding and use of emerging technologies as they may meet Friends' needs for communication and Quaker education.

These responsibilities were formerly under the care of the Home Mission and Advancement Committee.

6.22 Archives

The Archives of Canadian Yearly Meeting of the Religious Society of Friends (Canadian Quaker Archives) is located at Pickering College, Newmarket, Ontario, by agreement with the Corporation of the College. It is under the care of the Canadian Yearly Meeting Records Committee with the oversight of the Yearly Meeting Archivist. The Archives holds, in the vault, the records of the three Yearly Meetings which united in 1955. The Archives receives and cares for minutes, records and related materials of the Yearly Meeting and its committees, and the constituent Monthly Meetings. The Canadian Quaker Archives also includes the Arthur Garrett Dorland

Friends Historical Research Library with the Rendell Rhoades Quaker Discipline Collection as its core. The Archivist is appointed by and accountable to the Records Committee. The position may be either volunteer or paid. When the Archivist is a paid position, the Canadian Yearly Meeting Guidelines on Personnel Policy apply.

Other acquisitions to be held in the Archives include the Canadian Quaker Biography file, a photograph file, oral history tapes and transcripts, and other media items deposited by Meetings and individuals.

The Archives is available for Yearly Meeting, academic, genealogical, and other research use by appointment. Materials are accessible under the Freedom of Information Act, the "30 year rule", the 'lifetime of the individuals involved rule', or restrictions made at the request of the donors as applicable. Monthly Meetings and the Yearly Meeting, (which includes its various committees) own their records; the Archives is their custodian. The Archivist will provide researchers with more current records under special circumstances, but only with the permission of the originating committee or body.

Original archival records will only be used when no other form is available. The care and use of archival holdings will follow accepted archival principles. It is the obligation of the researcher to document the CYM Archives as the holder of items referenced.

The Archives provides safe keeping and backup for original minutes, records and other documents. Acid-free paper copies of current records, now usually computerized, should be forwarded to the Archives when a clerk changes, or at timely intervals, with the understanding that copies may be requested at any time, a protection should records be lost or destroyed. All Meetings are responsible for the records of their constituent Meetings, and should forward these records to the Archives should such a member Meeting be laid down.

7.10 The body

The Yearly Meeting of Ministry and Counsel is composed of all members of Monthly Meetings of Ministry and Counsel who are present at the Yearly Meeting, or those asked to serve their Monthly Meetings in this capacity at Yearly Meeting. Continuing Meeting of Ministry and Counsel is a smaller body composed of [six] members from throughout Yearly Meeting,

with the responsibility of assuming the role of Ministry and Counsel for the Yearly Meeting. Names of Friends to serve on Continuing Meeting of Ministry and Counsel are discerned by Nominating Committee (see section 6.16 Nominating Committee) and brought to Yearly Meeting of Ministry and Counsel for approval.

Members of Continuing Meeting of Ministry and Counsel choose a clerk from within their number. This clerk also serves as clerk of Yearly Meeting of Ministry and Counsel.

Neither the Yearly Meeting Ministry and Counsel nor its Continuing Meeting is a decision-making body for the Yearly Meeting. Worship, prayerful seeking, and loving care help the Meeting of Ministry and Counsel to grow in its ability to be useful and to make the body of Friends more supportive of one another. The Continuing Meeting should be in close communication with local Meetings of Ministry and Counsel. An awareness of needs in one Meeting may help Friends in addressing similar concerns in another Meeting. It is also helpful for members of Ministry and Counsel to be aware of the overall needs and concerns within the Society and to strive to meet these as stated in Sections 7.2-7.9, as we seek right and effective patterns for growth and outreach.

7.11 Responsibilities

Yearly Meeting of Ministry and Counsel through its Continuing Meeting provides care and support for all Meetings for Worship across Canada. During sessions of Yearly Meeting it offers care and support for the worship which underlies all business sessions of the Yearly Meeting, for all Meetings for Worship held during Yearly Meeting, and for those in attendance. It appoints listening committees and committees of care as requested during Yearly Meeting. On behalf of Yearly Meeting of Ministry and Counsel, Continuing Meeting of Ministry and Counsel receives and considers concerns arising

from Meetings or individuals in matters relating to worship or the living out of our faith and testimonies as Friends. When appropriate, these concerns may be channeled to other bodies of the Yearly Meeting.

Yearly Meeting of Ministry and Counsel meets as a body at least once during sessions of Yearly Meeting. At that Meeting, Yearly Meeting of Ministry and Counsel approves the names of new members, or of members nominated for a second term, for Continuing Meeting of Ministry and Counsel.

It receives the State of Society Reports from the constituent Meetings. It also receives and considers the draft statement prepared by the Continuing Meeting of Ministry and Counsel on the state of the spiritual life of the whole Yearly Meeting based on the Monthly Meetings' State of Society Reports.

Continuing Meeting of Ministry and Counsel then prepares a final version of this statement to be received by Canadian Yearly Meeting.

CHAPTER 9

OPPORTUNITIES FOR SERVICE UNDER CONCERN

9.1 The ministry of chaplaincy

A sense of call comes directly from the Holy Spirit. In the

Religious Society of Friends (Quakers), this is discerned, affirmed and supported by the worshipping community. In past years, Friends recorded those whose public ministry was found to be of spiritual help. Although it has been uncommon in recent years for Canadian Meetings to record ministers, this process is still in our discipline, and the process of recording Friends in the ministry of chaplaincy is based on this practice.

Chaplains are persons who are called to a professional ministry of pastoral and spiritual care in places such as prisons, penitentiaries, hospitals, schools, long-term care homes, psychiatric facilities, community centres, universities, the street, or elsewhere.

As volunteers, Friends have long offered spiritual care to those in institutions, arising originally from their own experience in the jails of seventeenth-century England. The work of Elizabeth Fry, Muriel Bishop, Ruth Morris, and Fred Franklin, among others, are examples of ministry to prisoners.

The call to a ministry of chaplaincy is a call to a professional ministry with its attendant opportunities and responsibilities. Institutions expect chaplains to have appropriate training and to be recognized by their denomination; these expectations may vary from one institution to another.

A Friend called to a ministry of spiritual support with a concern to serve as a chaplain will usually need endorsement by the Yearly Meeting to fulfill this leading. Time to discern and minute this in the manner of Friends will be needed.

It is unlikely that a person recognized by Canadian Yearly Meeting as a Quaker chaplain will be employed in a position that uses this terminology, but will generally be employed by an institution as a Protestant or Ecumenical Chaplain, and be expected to offer spiritual and pastoral care to people with a

wide range of religious backgrounds.

Reaffirming other aspects of our ministry in prisons, and the goal of restorative justice, we support the work of volunteers, the Alternatives to Violence Project, and the commitment of our minuted unity to abolish prisons and replace them with ...non-punitive, life-affirming and reconciling responses... Prison abolition is both a process and a long- term goal. In the interim, there is a great need for Friends to reach out and support all those affected: guards, prisoners, victims and families. (CYM 1981 minute #93)

Canadian Yearly Meeting has established a standing body to oversee requests from Friends to be recognized as chaplains. This body consists of two Elders with a concern for chaplaincy.

Their duties are summarized in supporting documents for Organization and Procedure. Continuing Meeting of Ministry and Counsel names two Elders with a concern for chaplaincy, chosen from different geographical areas, with a term of five years, renewable and staggered, so that one of the experienced Elders will always be available. Continuing Meeting of Ministry and Counsel has oversight of the Elders with a concern for chaplaincy. The Elders send copies of all reports to the Clerk of Continuing Meeting of Ministry and Counsel.

Friends are called to strongly and faithfully support those who have followed their leadings into this ministry to serve as Friends chaplains.

9.2 An overview of the process

A Friend who feels called to the ministry of chaplaincy should explore the call with close/seasoned Friends and, if

encouraged, bring the call to the Monthly Meeting for business. The Monthly Meeting appoints a Clearness Committee and informs the Elders with a concern for chaplaincy that the process has been initiated.

The Monthly Meeting Clearness Committee meets with the called Friend, reaches clearness and reports to the Meeting for Business.

If the Monthly Meeting Clearness Committee recommends the called Friend as a chaplain and this is confirmed and minuted by the Meeting for Business, the Monthly Meeting notifies the Clerk of Canadian Yearly Meeting and the Elders with a concern for chaplaincy.

At this time, the Elders with a concern for chaplaincy appoint a Yearly Meeting Clearness Committee.

Depending on the time of year, the Clerk of Canadian Yearly Meeting informs the Yearly Meeting in session or the members of Representative Meeting, that the Friend has requested a Yearly Meeting Clearness Committee for chaplaincy.

The Yearly Meeting Clearness Committee meets, both with and without the called Friend, and determines whether a Minute of Call should be recommended.

The Yearly Meeting Clearness Committee informs the Elders with a concern for chaplaincy of their recommendation. If a minute of call is recommended, the Elders report to the Yearly Meeting in session or Representative Meeting.

Yearly Meeting in session or Representative Meeting discerns its response to the Minute of Call to Chaplaincy for the called Friend.

The steps of this process, as approved by Canadian Yearly Meeting, are detailed in supporting documents of Organization and Procedure, which can be obtained from the Elders with a concern for chaplaincy.