

Committee Guidelines

Approved October 2020

Reminders from the approved restructure proposal:

- Committees can form **working groups** (including people not on the committee) to focus on specific tasks or short-term projects.
 - A working group should have regular contact with the responsible committee so the committee can provide oversight and direction.
 - Working groups can be assigned to regular church functions such as visitation and flowers. Participants of such working groups would not be recommended by the nominating committee and could join based on interest and availability.
 - When fulfilling a short-term project, a working group should be given a specific scope and have the authority to make decisions within that scope.
 - Size of working groups would be determined by the responsible committee based on the task being completed.
- **This committee structure should be evaluated every year** in August prior to the formation of the Nominating Committee to make certain the structure is meeting the needs of the Meeting.
- Monthly Meeting in September recommended that **committees choose their own clerks** and that committees could consult with the Nominating Committee for help in this process.

Assets Committee

General responsibilities include paying bills, keeping financial records, and maintaining real properties as well as supervising the following staff: facilities manager, janitor, bookkeeper, and secretary.

Suggested working groups for the Assets Committee:

- Receiving and dispersing of funds
- Annual financial review
- Investments
- Other

Outreach Committee

General responsibilities include creating events related to maintaining relational vitality, instituting regular educational programming. This committee may also sponsor one-time events for youth and adults, seek out and coordinate ministry opportunities, both within Wichita and within the wider Quaker world as well as supervise the Director of Children's Ministry.

Suggested working groups for the Outreach Committee:

- Children's ministry
- Family Promise
- Food/fellowship
- Visitation
- Other

Ministry and Counsel/Spiritual Life

General responsibilities include overseeing Sunday morning worship, creating one-time events, and working with related staff to assess and meet the spiritual needs of the Meeting, managing and supporting good interpersonal relations as well as supervising the following staff: pastor and music director.

Suggested working groups for Ministry and Counsel:

- Worship
- Flowers
- Ushers
- Other