

- Mount Toby Committees -

(A brief overview from the 2018 Mount Toby Handbook and in-process Handbook revisions. The Handbook is on the Members Section of the Mount Toby Website. Hard copies are in the **Foyer** and **Library**. Many nominations are for 2-year terms. See the Handbook for variations and details.)

Burial Committee: Works with other committees and/or individuals of the Meeting to develop and carry out general tasks relating to the Burial Ground and concerns about burial and death at Mt. Toby. In coordination with Grounds Committee, ensures that the Burial Ground is appropriately maintained. The Burial Committee does not take on responsibilities that appropriately belong to other committees or individuals of the meeting. (See also Burial Ground Caretakers.)

Care & Counsel Committee offers pastoral care to the Meeting and has general oversight of the functioning of committees. Holds members and attenders in the Light and organizes assistance, particularly for those whose names arise or who are known to be dealing with health, aging, conflict, possible leadings, or other life issues; receives requests for clearness or support on personal/spiritual matters and for marriage; greets members, attenders, and visitors each First Day; initiates contact with newcomers and tending the guest book in the lobby; maintains liaisons to all committees and oversees their functioning; assists family members in arranging memorial meetings; writes memorial minutes or sees that they are written; and more. Together with the Clerk and Ministry & Worship, is part of the Joint Committee.

The Child Care Committee is responsible for ensuring that our youngest children are attended to in a safe, nurturing and engaging environment. The Committee hires and oversees nursery caregivers who care for nursery-aged children during Children's Meeting for Discovery and Meeting for Worship.

The Audio-Visual Support Committee (approved 1/2024) maintains, operates, and improves the necessary equipment for hybrid operations and for hearing assistance for Meetings for Worship, Meetings for Business, and Tilling Hours. It recruits and schedules online technical hosts for hybrid Meetings for Worship and makes sure the system is on for these events.

Communications Committee (currently has no members) helps the Meeting develop and maintain guidelines for: appropriate use of email communications, appropriate use of email and the Internet in the conduct of Meeting business, Mt. Toby's use of social media, issues of confidentiality that intersect with the Meeting's use of technology, and how the Meeting is represented on its website and elsewhere on the web and in print.

The Fellowship & Hospitality Committee is charged with providing opportunities for Mt. Toby people to become better acquainted and for newcomers to feel welcome. The committee coordinates the refreshments at coffee hour after worship on First Days; organizes social events; coordinates work at potluck lunches. In encouraging many people to both join in its tasks and its fun events, the committee facilitates social exchanges that often are the beginnings of deeper spiritual sharing.

The Finance Committee drafts a proposed budget for the coming fiscal year which it presents to meeting for business; makes recommendations to meeting for business about insurance, raising funds, using bequests, and financial planning; reviews funding requests from committees; oversees the use and funding of the Capital Fund; oversees and assists with the work of the Treasurer: regularly reviews the Meeting's financial books and records.

The Grounds Committee maintains the grounds around the Meetinghouse and Burial Ground; maintains equipment needed for their care; schedules volunteers for mowing; plans and supervises work projects. One Grounds Committee member is appointed to the Burial Committee.

The Handbook Committee edits the Handbook by consulting with Meeting Committees and individuals with official responsibilities, incorporating new actions by Meeting for Business into the Handbook.

The History & Records Committee oversees the preservation of the records of Meeting, according to Collection Policy of the NEYM Archives and Historical Records Committee; maintains the Memorial Book on

members who have died, other scrapbooks, and collections; oversees the clippings bulletin board in the Fellowship Room.

Land Committee. At the time of European contact, this land was under the care of the Nipmuc people. The Land Committee is the steward of questions about the meeting's relationship to this land. The committee encourages and facilitates the Mount Toby community's spiritual and physical relationship with the land and serves as point of contact for questions regarding the meeting's Land outside of the fenced areas (areas inside the fences are the purview of the Grounds and Burial committees).

The Library Committee manages the library, including policy-making as approved by Meeting for Business, and book selection. The Committee makes folders to hold both the monthly meeting minutes and the Newsletters until enough accumulate for binding, at which time the Committee arranges binding.

Meeting Retreat Committee (*presently inactive*) plans an annual or semi-annual retreat or retreats of some kind: a weekend at Woolman Hill or day-long retreats at Mt Toby or elsewhere are possibilities.

The Meetinghouse Committee is responsible for care, use, and maintenance of the Meetinghouse and its furnishings, and outdoor play equipment; plans work days for housekeeping and repairs; copes with maintenance emergencies; is responsible for ordering housekeeping supplies. Oversees the work of the Cleaning Scheduler.

The Ministry & Worship Committee fosters the spiritual life and growth of the Meeting. Has under its care: Meeting for Worship and Meeting for Business; Memorial Meetings; special care for worship groups under Mt. Toby's care; offers opportunities for spiritual sharing; considers requests for travel minutes for Friends traveling in the ministry; responds to requests for committees of oversight of ministry; convenes committees for clearness for membership; considers applications surrounding membership; and more. Additional duties jointly with Care & Counsel, including nominating members to 'Nominating.' Members should be Friends. Regular attendance at meetings for Worship and Business is important. Six members appointed for staggered three-year terms. Together with the Clerk and Care & Counsel, is part of the Joint Committee.

The Nominating Committee, through a process of worship and worship sharing, nominates Meeting members and regular attenders to serve on standing committees, as Meeting officers, or in individual positions. It may be asked by Meeting for Business to find members for ad hoc committees. Maintains committee roster and brings nominations to Meeting for Business for approval.

Quarterly Meeting Planning Committee. This Committee is appointed as needed by meeting for business in conjunction with the Clerk in those years in which Mt. Toby is scheduled to host Quarterly Meeting of Connecticut Valley Quarterly Meeting (CVQM).

The Religious Education Committee (RE) oversees programs of religious education and spiritual exploration at the Meeting. It is responsible for Children's Meeting for Discovery (CMD) (10:10 – 11:00 a.m.) for elementary-school-aged children, recruiting volunteers, maintaining records, communicating with parents, and facilitating the transition of children from the Nursery to CMD. Communicates with Care & Counsel and Ministry & Worship as needed. RE can and has also offered religious education programming for adults on First Days, between 8:00 and 11:00 AM. Coordinates with other committees as needed.

The Tilling Hour Committee plans, publicizes, and sometimes records adult First Day programs for the Tilling hour after Meeting for Worship. Terms begin in June.

Trustees of Mt. Toby Monthly Meeting: The Trustees are legally responsible for "taking, holding, managing or conveying" property of the Meeting in accordance with Massachusetts General Laws. At Mt. Toby, day-to-day property management has been delegated mostly to other committees, such as Land Use, Finance, Meetinghouse, and Grounds. Trustees (6-year terms) maintain deeds and respond to and raise issues involving insurance, property transfers, etc.

The Young Friends Committee supports the care and ministry of Mt. Toby youth in grades 6 or 7 to 12. Currently not active.

The Cambodian Support Committee was created in 1981. It maintains contact with and provides support for the four Cambodian families originally under the care of the Meeting. Currently, help is rarely needed.

Committees and Working Groups that are currently Self-selecting:

Peace & Social Concerns Committee has not been active since 2020. Many of its activities have been assumed by several interest groups: Climate Witness; Immigrant Solidarity; Race & Class Working Group, and Concert Series Working Group.

Climate Witness Committee bring forwards and support ways our meeting can become more sustainable; encourages and supports those who are led to a climate witness based on Quaker values; communicates with other Quaker and non-Quaker organizations working for a more sustainable planet. Was laid down in 2024.

Race and Class Working Group helps guide Mt. Toby Monthly Meeting in actively engaging in race and class justice work as a community.

The Immigrant Solidarity Group works on behalf of Mount Toby to organize the Mount Toby community to provide support and solidarity to threatened immigrants in the larger community. The Immigrant Solidarity Group has the authority to make expenditures from the Immigrant Solidarity Fund.

The Concert Series Working Group oversees and supports the Concerts for Peace and Social Justice, which take place at the Meetinghouse or on the grounds.

Other Positions

Burial Ground Caretakers: take primary responsibility for records, guidance around, and oversight of the Burial Ground; are familiar with Massachusetts law relating to burial and cemeteries; liaison with the town, funeral homes, etc. Keeps guidelines for use of burial ground, assigns plots, coordinates burial process, collaborates with Burial Committee. Appointed for 6 years.

Directory Minder produces an annual Directory of Meeting members and attenders; maintains a database of names, addresses, telephone numbers, and email addresses. Coordinates with other persons and committees engaged in sending mass mailings and emails.

Newsletter Editor collects material for and edits the monthly *Newsletter*, sending the final copy to the printer and to the **Email Distributor**. The latter emails the Newsletter (or link to it) while the **Newsletter Mailer** prepares print copies and mails these to those who have requested that.

Listserv Minder/s: Maintains lists of those subscribed to the Announcement and Bulletin Board listservs and monitors these.

The First Day Announcer writes and distributes email to Friends providing advance notice of all First Day morning activities in the Meetinghouse.

The Web Servant oversees maintenance and development of Mt. Toby website at mounttobyfriends.org.

Green Systems Controller (s) monitors and maintains/oversees maintenance of the thermostats, mini-splits, heat pumps, and oil heat at the Meetinghouse. Works with Meetinghouse Committee.

Meetinghouse Cleaning Scheduler: prepares and distributes a schedule of volunteers to clean the Meetinghouse on a weekly (September-June) or biweekly basis (July-August).

The Scheduler keeps a calendar of reservations for use of the Meetinghouse and the Meeting's Zoom account by groups or individuals.

The Plantings Keeper maintains and oversees the general health of the trees and shrubs on the meeting grounds, facilitates memorial plantings, and oversees and maintains records of the general landscaping plans for the grounds.

The Literature Person maintains a supply of free literature in the lobby and selects books and pamphlets for sale.