

PURPOSE AND RESPONSIBILITIES OF BROADMEAD COMMITTEES

BROADMEAD **MINISTRY AND NURTURE** COMMITTEE

20 JULY 2014

The Ministry and Nurture Committee of Broadmead Monthly Meeting holds in its care the spiritual wellbeing of the members and attenders of the Meeting. This includes:

- Fostering the spiritual growth and wellbeing of the monthly meeting, including the quality of our worship together.
- Maintaining confidentiality as appropriate.
- Reporting to the monthly meeting on a regular basis.
- Planning the annual retreat.
- Facilitating clearness committees for membership, marriage, and individual member requests.
- Communicating to the meeting Friends' requests to have people and situations held in the Light.

BROADMEAD **YOUTH AND CHILDREN** COMMITTEE

21 JULY 2019

As Friends, we believe that the spiritual nurture of our young people is of utmost importance. The purpose of the committee is to continue to develop Broadmead's young friends program and to acknowledge important points in their development.

This includes:

1. Ongoing support for our First Day School young people and their teachers.
2. Identifying a First Day School Coordinator.
3. Fostering exchanges between youth and adults in the monthly meeting.

4. Recognizing individual young friends at milestone points in their development, specifically: presenting a children's bible at 4th grade level

presenting a copy of Faith and Practice at 8th grade level

presenting a year's subscription to Friend's Journal at high school graduation.

5. Overseeing the child sexual abuse prevention guidelines.

BROADMEAD **FINANCE** COMMITTEE

27 APRIL 2016

As Friends, we believe that all resources should be used in a thoughtful, loving manner that encourages peace, fairness, and support to both our meeting community and the communities in which we live. Financial decisions, like all decisions, are undertaken at the direction of the meeting as a whole, waiting upon guidance from the light.

Finance Committee

1. The Finance Committee has three to four members. In addition, the meeting treasurer serves on the committee *ex officio*.
2. The duties of the Finance Committee are to:
 - a. Advise the meeting on financial affairs.
Propose an annual budget to run from July 1 to June 30 at the April Meeting for Business.
 - b. Advise and support the treasurer in any way that will assist him or her in completing the duties of the treasurer.
 - c. Perform other tasks as assigned by the meeting.

BROADMEAD DATABASE KEEPER

17 November 2019

The database keeper's function is to facilitate communication among members and attenders of the meeting by keeping an accurate record of current contact information.

1. Keep an up-to-date record of members' and attenders' addresses, phone numbers, email addresses, and membership status.
2. Create a digital and/or printed directory of the above information for use by members and attenders as requested by the meeting.
3. Maintain and monitor the Broadmead Google Group list serve, adding or removing names and email addresses as requested.

BROADMEAD SITE AND ARRANGEMENTS COMMITTEE

21 JANUARY 2018

The Site & Arrangements Committee is responsible for the logistics related to our meeting places and dates. It draws up an annual calendar showing where we will hold our monthly gatherings and what programs or activities we will do following worship. The calendar includes dates for our annual retreat. The committee searches for appropriate sites for worship, monthly gatherings, the retreat, and other events as needed.