

Minute of Adelphi Meeting Establishing Takoma Park Preparative Meeting

1. Adelphi Monthly Meeting of the Religious Society of Friends, held at the Friends Meetinghouse in Adelphi MD, hereby establishes as a Preparative Meeting under its care the Takoma Park Preparative Meeting to be held at Takoma Park, MD.

2. Membership

a. Members of the Adelphi Monthly Meeting who worship with Takoma Park Preparative Meeting will retain their membership in the Monthly Meeting until the Preparative Meeting is established as an independent Monthly Meeting.

b. Persons interested in the Preparative Meeting who are now members of other Friends Meetings, may request transfer of their membership to the (Adelphi) Monthly Meeting.

c. Persons interested in the Preparative Meeting who desire membership in the Religious Society of Friends should apply for membership in the Monthly Meeting. Their applications for membership will initially be considered by the Preparative Meeting Committee on Ministry and Oversight and forwarded with its recommendations to the Pastoral Care Committee of Adelphi Monthly Meeting.

d. As members of the Monthly Meeting, members of the Preparative Meeting are also members of the Potomac Half-Yearly Meeting and of Baltimore Yearly Meetings.

3. Finance and Property

a. Any real and personal property acquired by the Preparative Meeting shall be legally held by the Trustees of the Monthly Meeting. When the Preparative Meeting becomes a Monthly Meeting title to such property will be transferred to the Trustees of the new Monthly Meeting.

b. The Monthly Meeting is responsible for financial support of the activities of the Preparative Meeting. The Preparative Meeting will prepare an annual budget to be submitted to the Monthly Meeting for approval. Friends from the Preparative Meeting expect to contribute funds to meet these expenses. Preparative Meeting Friends also accept the responsibility to contribute to the Monthly Meeting budget, including its Baltimore Yearly Meeting apportionment.

c. The Monthly Meeting authorizes separate bank accounts for the Preparative Meeting and will appoint, in consultation with the Preparative Meeting, an Assistant Treasurer authorized to handle such accounts. Funds and records will be handled according to procedures worked out by the Treasurer and the new Assistant Treasurer, with the approval of the Finance Committees of both the Preparative and Monthly Meetings.

4. Business, Officers, and Committees

a. The Preparative Meeting will hold regularly scheduled business meetings. The business-handling procedures outlined in Faith and Practice of Baltimore Yearly Meeting apply.

b. The Preparative Meeting may consider and act on business which concerns it alone. Copies of minutes of Preparative Meeting business meetings will be forwarded to the Clerk of Monthly Meeting who may ask the Monthly Meeting to consider any such items.

c. The Preparative Meeting may consider other business and may forward recommendations to the Monthly Meeting.

d. The Preparative Meeting should appoint a Clerk and Assistant (or Recording) Clerk and other officers as necessary. The Clerk and Assistant Treasurer from the Preparative Meeting will be considered officers of the Monthly Meeting.

e. Preparative Meeting Friends may be considered for membership on the standing committees of the Monthly Meeting. The Preparative Meeting may establish committees, and also may consider Friends from the Monthly Meeting for membership on its committees.

f. Weddings are held under the care of the Monthly Meeting. Friends from both the Preparative Meeting and the Monthly Meetings should be appointed to the clearness committee to meet with Preparative Meeting Friends seeking marriage under the care of the Meeting.

g. Memorial Meetings or other special occasions involving Friends from the Preparative Meeting will be jointly planned by committees from the two Meetings.

h. Records of committee and business meetings of the Preparative Meeting will be maintained with copies of business meeting minutes forwarded to the Clerk and Recorder of the Monthly Meeting.