

Directory of Services



Introduction



Information on how to access the resources and support available from Britain Yearly Meeting



Contribute to Quaker work

Contribute time – There are many opportunities to get involved with the work we do on behalf of Quakers in Britain, including serving on committees, volunteering at events and joining the Quaker Life Network. Visit www.quaker.org.uk/quaker-service to find out more or email nominations@quaker.org.uk or phone 020 7663 1121.

Contribute money – You can contribute to Britain Yearly Meeting funds direct or via your local or area meeting. To find out more about making a financial contribution visit www.quaker.org.uk/contributions or email contributions@quaker.org.uk or phone 020 7663 1015.

Leave a legacy – Legacy giving helps sustain Quaker work for future generations. After taking care of family and friends, please consider leaving a gift for Quaker work in your will. Visit www.quaker.org.uk/legacy or email legacy@quaker.org.uk or phone 020 7663 1019 for more information.

Find out more and connect with us

Find out more – You can find out more about all of Britain Yearly Meeting's work by reading the Trustees' annual report. Copies are sent to every meeting in April or visit www.quaker.org.uk/annualreport. *Quaker News* is a free magazine about the work of Britain Yearly Meeting. It is distributed via local meetings. You can also subscribe by email, access electronic back issues and read it online at www.quaker.org.uk/qn.

Connect with us – Contact details for specific areas of work are provided throughout the Directory of Services. The general contact details for Friends House are:

Friends House, 173 Euston Road,
London NW1 2BJ
www.quaker.org.uk
Email: enquiries@quaker.org.uk
Switchboard: 020 7663 1000.

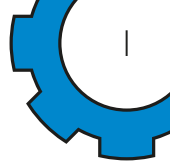
Quaker Centre Bookshop

You can order books, book boxes, resources and posters from the Quaker Centre Bookshop at Friends House, London.

Quaker Centre Bookshop, Friends House, 173 Euston Road, London NW1 2BJ

www.quaker.org.uk/shop
quakercentre@quaker.org.uk
020 7663 1030/1031.

Directory of services: Introduction



A Quaker meeting forms a spiritual community. It is a place where anyone who wishes to share in our worship and witness can belong and be enriched. Being a community can bring many challenges – from making appropriate provision for children to taking care of the meeting house premises. We can provide support for the meeting community in many ways, such as offering advice and information or practical support in mediation and facilitation.

This directory sets out the services we offer as part of the centrally managed work of Britain Yearly Meeting. A printed copy has been sent to every local Quaker meeting in England, Scotland and Wales, and each booklet in the directory is available as a PDF document from the Quakers in Britain website www.quaker.org.uk/dos.

We welcome feedback on the directory and on the service you receive from us. The 'Supporting information' section of each booklet outlines our complaints and feedback procedure and includes details of how to get in touch.

Britain Yearly Meeting (BYM)

Your local Quaker meeting is part of the Yearly Meeting of the Religious Society of Friends (Quakers) in Britain, our national organisation. Just as your meeting is run by its members on a voluntary basis, so too is the national organisation. In order to support the various groups and committees that enable our organisation to operate, we rely on paid staff, who are employed by our registered charity, Britain Yearly Meeting.

Britain Yearly Meeting works to support the Quaker faith and to put Quaker values to work in the world. The services it provides to Quakers and meetings are outlined in this directory. Most Britain Yearly Meeting staff are based at Friends House in London, but the services provided are available to Quakers throughout England, Scotland, Wales, the Channel Islands and the Isle of Man.

The work of Britain Yearly Meeting – sometimes described as the centrally managed work – is done on behalf of all Quakers in Britain. It is discerned and overseen by committees of Quakers and ultimately by Yearly Meeting in session.

Because our national structures are quite complex, we have produced the booklet *A short guide to our structures*, which explains the key points and where to find more information. It is available online at www.quaker.org.uk/dos.

For printed copies or more information please contact us by email at quakercentre@quaker.org.uk or 020 7663 1030/1031.

We have a number of members of staff and committee members who can visit Quaker meetings to tell them more about different aspects of our work. To find out more about this opportunity please contact our Meeting Relationships Officer at meetingrelations@quaker.org.uk or on 020 7663 1019.



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How the directory is structured

Resources

This section includes printed or electronic materials relevant to the role or area of work and tells you where, and in what format, they are available. Many are free of charge; where this is not stated, please get in touch with the listed key contact about cost.

Support

Here you will find information on the support available from members of staff, including their contact details. This support is provided to Friends free of charge.

Training and events

This section provides information on training for Friends serving in particular Quaker roles. It also includes any programme of events we organise to bring together Quakers for business, learning or fellowship. Training for Quaker role-holders is provided largely by our partner organisation Woodbrooke Quaker Study Centre in Birmingham, which also runs a broad range of courses including spiritual development and spiritual practices, Quaker history and theology, witness in relation to issues of interest to Quakers (e.g. peace, economic and social justice and sustainability), as well as community building within Quaker meetings.

Other related publications

We list here books and other publications that are relevant to the role or area of work. These suggestions for are by no means comprehensive, and we advise Friends to browse the online catalogue of the Quaker Centre Bookshop at www.quaker.org.uk/shop. See also the 'Supporting information' section at the back of each directory booklet for full contact details of the Quaker Centre Bookshop.

Key contacts

Here you will find the details you need to speak to the relevant member of staff. If you're not sure who you need to speak to, or if you have difficulty getting hold of someone, phone Friends House reception on 020 7663 1000 or email enquiries@quaker.org.uk.

Other organisations

In addition to Britain Yearly Meeting, a full list of other Quaker organisations that offer resources, support, training and events for Friends is available in the Book of Meetings and online at www.quaker.org.uk/listed-informal-groups. Other organisations that we work closely with include the following:

- **Charney Manor**

Charney Manor is a Quaker-run conference and retreat centre in Oxfordshire. www.charneymanor.com; email sales@charneymanor.com or phone 01235 868 206.

- **The Kindlers**

The Kindlers is an experimental group working to rekindle the power of Quaker worship by renewing and deepening our spiritual practices. To find out more or to attend a workshop, visit www.quaker.org.uk/kindlers.

- **Quaker Quest**

Offering a chance to find out about the Quaker way – to experience worship, explore spiritual issues and talk to Friends about their faith. Visit www.quakerquest.org for more information. If your local meeting would like to offer Quaker Quest, email quakerquestnetwork@quaker.org.uk or phone 01372 454 363.

- **Swarthmoor Hall**

Under the care of BYM, Swarthmoor Hall runs a diverse programme of courses, retreats and events and is a visitor attraction in its own right. Visit www.swarthmoorhall.co.uk, email info@swarthmoorhall.co.uk or phone 01229 583 204.

- **Woodbrooke Quaker Study Centre**

Woodbrooke is a major provider of learning for Quakers in Britain and Europe from its site in Birmingham, via its travelling teaching service and through online courses and learning materials. Visit www.woodbrooke.org.uk, email enquiries@woodbrooke.org.uk or phone 0121 472 5171.

Supporting information

Safeguarding – Safeguarding is protecting children, young people and vulnerable adults from harm. For more information visit www.quaker.org.uk/safeguarding. Here you will find a link to Meeting safety, which outlines the responsibilities for Quaker meetings in Britain. We recommend that area meetings join the Churches' Child Protection Advisory Service. Visit www.ccpas.co.uk or email info@ccpas.co.uk.

For general safeguarding advice, as well as Quaker advice on how specific safeguarding matters may affect the pastoral needs of individuals and the meeting community, contact our Safeguarding Coordinator at safe@quaker.org.uk or on 020 7663 1023.

General issues relating to a Quaker meeting

– If you have concerns about issues in your Quaker meeting that you would like to talk over, contact our Support for Meetings Officer at supportmeetings@quaker.org.uk or on 020 7663 1023. Alternatively, contact the Recording Clerk's Office at recordingclerk@quaker.org.uk or on 020 7663 1161.

Information updates – Please keep us informed of changes to the key role-holders in your local and area meetings: clerk, treasurer, safeguarding coordinator, registering officer, clerk of (area meeting) trustees. To let us know of any such changes please contact our Database Administrator at updates@quaker.org.uk or on 020 7663 1119.

Data safety – Quaker meetings in Britain need to store information on their members and attenders in accordance with the Data Protection Act 1998, which protects individuals from the unauthorised use of their personal information. Friends House Data Safety Group can offer meetings general advice on data safety. For more information visit www.quaker.org.uk/data-safety. Here you will find a link to Data Safety and Information Security, which offers guidance to meetings. You can also contact our Data Safety Officer at datasafety@quaker.org.uk or on 020 7663 1161.

Complaints and feedback

– Britain Yearly Meeting's complaints and feedback procedure enables anyone to let us know about problems or to give feedback on service received from staff at Friends House. To find out more visit www.quaker.org.uk/contact-us. Complaints can be made in writing to the Recording Clerk's Office at Friends House. Alternatively, email feedback@quaker.org.uk or phone 020 7663 1161.

Quaker faith & practice – *Quaker faith & practice* is the book of Christian discipline of Quakers in Britain. It expresses the breadth of Quaker theology through the experience of Friends and describes our corporate structures. Copies can be purchased from the Quaker Centre Bookshop. It is also available at <http://qfp.quaker.org.uk>.

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Information on how to access the resources and support available to local and area meeting clerks.




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Treasurers




Information on how to access the resources and support available to local and area meeting treasurers and those managing financial contributions.




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Elders and overseers




Information on how to access the resources and support available to Friends entrusted with the spiritual and pastoral needs of their worshipping community.




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Trustees



Information on how to access the resources and support available to Friends responsible for the governance of Quaker area meetings.



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Registering officers




Information on how to access the resources and support available to registering officers and those responsible for the right holding of Quaker marriages.




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Chaplains




Information on how to access the resources and support available from the Library at Friends House.




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Wardens



Information on how to access the resources and support available to wardens and meetings that employ people to care for meeting house premises.




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Libraries and records



Information on how to access the resources and support available to Friends responsible for their meeting libraries and records.



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0 to 18 Year olds




Information on how to access the resources and support available to those working with or responsible for children and young people.




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Outreach



Information on how to access the resources and support available to Friends running outreach events and sharing the Quaker experience.



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Information on how to access the resources and support available to those entrusted with the care of Quaker property.




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Peace




Information on how to access the resources and support available to those working with peace and nonviolent social change.




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Social justice



Information on how to access the resources and support available to those taking action for social justice and a more inclusive society.



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Economic justice



Information on how to access the resources and support available to those challenging inequality and working for a fairer society.



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Sustainability




Information on how to access the resources and support available to those working locally and globally to build sustainable communities.




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Speaking out



Information on how to access the resources and support available to Friends engaging with politics and the media to call for positive change.



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The library



Information on how to access the resources, support and advice available from the Library at Friends House.



www.quaker.org.uk

Follow us on Twitter @BritishQuakers
or see our Facebook page at
www.facebook.com/QuakersinBritain

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