

**DISCIPLINE OF
MONTEVERDE MONTHLY
MEETING OF FRIENDS**

Monteverde, Costa Rica, C.A.

Approved June 13, 2021

Section 1	5
HISTORY OF MONTEVERDE MEETING OF FRIENDS	5
HISTORY of the SOCIETY of FRIENDS	6
Section 2	7
INTRODUCTION to the DISCIPLINE	7
ASOCIACIÓN de los AMIGOS	7
DECLARATION OF FAITH	8
Section 3	10
WORSHIP AND MINISTRY	10
MINISTRY AND MINISTERS	11
MEETING FOR BUSINESS	12
INTRODUCTION	12
MEMBERSHIP	14
THE MEANING OF MEMBERSHIP	14
ADMISSION by RIGHT OF BIRTH	14
NEW MEMBERS	15
TRANSFER of MEMBERSHIP	15
SOJOURNING and DUAL MEMBERSHIPS	15
RELEASE FROM MEMBERSHIP	16
EDUCATION	17
MARRIAGE	18
Section 4	21
Queries	21
QUERIES FOR THE STATE OF THE MEETING	22
QUERIES FOR YOUNG PEOPLE	23
Section 5	24
COMMITTEES of the MONTEVERDE MONTHLY MEETING	24
Presiding Clerk	24
Recording Clerk	26
Treasurer	27
Recorder	28
Care and Counsel Committee	29
School Committee	30
Religious Education Committee	32
Correspondence Committee	33
House and Grounds Committee	33
Library Committee	35
Funeral Committee	35

Graveyard Committee	37
Nominating Committee	37
Cresson Fund Committee	38
Peace and Social Concerns Committee	41
CLEARNESS COMMITTEES	41
Section 6	42
Funerals and Memorial Services under the care of the Monteverde Meeting	42
Preparing for the Necessary End	42
Planning for your funeral	42
Coffins	42
Upon death	42
Legal procedures	43
The Funeral	43
Burial in the Graveyard	43
Reserving space	43
Burial Fees	43
Headstones	43
Ashes	44
Contract	44
Questions?	44
Section 7	45
Peace and the Principle of Love	45
Section 8: Appendices	46
Monteverde Monthly Meeting: Schedule of Reports	46
January	46
February	46
March	46
April	46
May	46
June	46
July	46
August	46
September	46
October	47
November	47
December	47
Committees beginning from 1 April, 2021	48
Guide to Greeting after Meeting	49
“Welcome! Bienvenidos!”	49

Children's Meeting:	49
Introductions:	49
Announcements:	49
Birthdays:	50
At the conclusion of announcements,	50
Children in Meeting for Worship	51
What is Children's Meeting?	51
Helping Children (or yourself) Center in Meeting	52
Guidelines regarding appropriate behavior for Meeting for Worship	54
Decisions relating to the school made by the Meeting:	55
EXAMPLES OF MARRIAGE CERTIFICATES	56

Section 1

HISTORY OF MONTEVERDE MEETING OF FRIENDS

During the years following the close of World War II when each country should have been making every effort to establish peace among nations, the United States was, instead, becoming one of the most militarized countries in the world. The heavy direct taxes and hidden taxes for war purposes and preparations for war made it impossible for one to make a living without supporting the war effort and accepting the profits due to a war economy.

Several Friends of Fairhope Monthly Meeting of Friends, Fairhope, Alabama, and some others, came to feel very uncomfortable under this economy. They felt they could best do their individual part toward building for a peaceful world by seeking an environment as free as possible from militarism in which to live and rear their children. Their feeling that they should move was strengthened when four of their young men and one from Iowa Yearly Meeting were sentenced to serve prison terms for refusing to register for the first peacetime draft because they considered that doing so would be the first step toward directly supporting the military machine.

Therefore, when they learned of the peaceful, friendly little republic of Costa Rica, devoting her efforts and resources toward the betterment of her people, three members of the Meeting visited the country. On their return, following their favorable report, several families made their decisions to move there. It was indeed a soul-searching, prayerful time. They had to try to know for a certainty that it was right for them to make the move, before leaving their Friends Meeting and beloved friends and relatives in a country which they held dear. Their friendly reception by the officials of Costa Rica, and by many others, and the opportunity to establish homes where a man could be with his wife and children or free to pursue his life's calling, instead of in military service or prison, made them feel they had been led aright in selecting Costa Rica. This feeling grew as others, from various parts of the world, felt led, for similar reasons, to join them here.

On 11-4-1950, after the paroles of the young men who had served prison terms expired, families began to make the move, leaving as fast as they could sell their property and make arrangements. At the end of three months those who had reached Costa Rica numbered forty. After searching for about six months they located the tract of land now called Monteverde, and began establishing permanent homes.

On arriving in Costa Rica, the families began holding Friends' Meeting for worship on First-days, and it was not long before a mid-week meeting was also being held. After the permanent location was reached, steps were taken to organize a meeting for business. The difficulty of transacting business at such a distance with a meeting in the United States, the improbability of members attending Quarterly and Yearly Meetings, and the fact that this meeting could be of little or no real help to them were some of the factors which led to the feeling that an independent meeting in Monteverde would be most satisfactory. Since the growing membership is made up of persons from various Yearly Meetings, and some who have joined Friends here, an attempt has been made to form a new discipline to suit the needs here. We wish to acknowledge our indebtedness to the Yearly Meetings from whose disciplines we have selected material.

The first meeting for business of Monteverde Monthly Meeting of Friends was held 2-6-1952 at Monteverde, Costa Rica.

Approved-4/4/01

HISTORY of the SOCIETY of FRIENDS

The origin and history of the Society of Friends, with which we should all be familiar, is so well set forth in the disciplines of several of the Yearly Meetings and in other volumes to which we have access that we have not felt it necessary to include it in our Book of Discipline. We especially recommend the following material which is available in the Monteverde Friends Meeting library.

Two volumes of the Christian Discipline of the Religious Society of Friends in Great Britain:

Volume I, Christian Life, Faith and Thought in the Society of Friends

Volume II, Christian Practice [London Yearly Meeting]

Discipline of Iowa Yearly Meeting of Friends (Conservative)

Discipline of Baltimore Yearly Meeting

Discipline of New York Yearly Meeting

Discipline of Philadelphia Yearly Meeting

Faith and Practice of New England Yearly Meeting

“Guide to Quaker Practice” --Howard H. Brinton

“Friends for 300 Years” --Howard H. Brinton

“Quaker Spirituality” --Douglas Steere

Approved-4/4/01

Section 2

INTRODUCTION to the DISCIPLINE

The Discipline is a statement of our principles and beliefs. We humbly acknowledge how far our actions fall short of these ideals and aspirations, but hoping that they may serve as a measure, a guide and an inspiration to use the light which we have, thereby making ourselves worthy of receiving more. The spiritual values in the Discipline are presented as suggestions rather than commands. It questions or queries rather than giving specific answers. It places upon the individual conscience, rather than upon external authority, the responsibility for the discipline of the Spirit.

We believe that we have to start where we are and that our religious lives will grow and mature as we are faithful to the guidance we have received. The Discipline seeks to challenge and encourage the individual and the group to seek and find the guidance of God in all aspects of our lives. “By their fruits ye shall know them.” With this insight our Meetings for Business as well as our Meetings for Worship can become a living, religious experience.

“Dearly beloved Friends, These things we do not lay upon you as a rule or form to walk by, but that all, with the measure of light which is pure and holy, may be guided and so in the light walking and abiding, these may be fulfilled in the spirit not in the letter, for the letter killeth, but the spirit giveth life.”

Letters of Early Friends

Approved -4/4/01

ASOCIACIÓN de los AMIGOS

To become legal in Costa Rica our Friends Meeting has created a legal organization known as the “Asociación de los Amigos”. This is the legal body of the Meeting. We are required to have legal books including a minute book, a finance book, and a membership book. We must have at least one general assembly per year. Officers are elected in accordance with Costa Rican law which requires voting in elections. The President of the Asociación is the legal representative and would be so named in the “Personería Jurídica”. This is different from the “Cedula Jurídica” which is the identification number of the Asociación.

Members must be registered in the official Registro, with name, cédula or passport number, and signature.

Officers of the Asociación: President, Vice President, Secretary, Treasurer, two or more Vocals, and a Fiscal (who is a non-voting officer, responsible for assuring that decisions or processes are carried out correctly, according to Costa Rican law). The Clerk of the Meeting is also the “Actuario” of the Asociación de los Amigos who, like the Fiscal is a non-voting officer, and has the role of ensuring that the Legal Affairs Committee enacts decisions made by the Monthly Meeting.

This organization will be responsible for all legal business and holds title to any Meeting property.

There are statutes which describe how the Asociación will operate. When a person becomes a member of the Monthly Meeting they automatically become a member (*socio*) of the Asociación. It is strongly recommended that all Meeting members read and understand the statutes..

Approved-4/5/2000

DECLARATION OF FAITH

Jesus said, “Ye are my friends if ye do whatsoever I command you”. The heart of our belief is that the Spirit of Truth in the human heart, if needed, leads human being out of darkness into newness of life and joy. The Spirit of God dwells in every individual, and as we learn to submit ourselves entirely to its leadings, will direct us on the right path in every phase of our daily lives and about us. George Fox said: “When all my hopes in....all men were gone, so that I had nothing outwardly to help me, nor could I tell what to do: then, oh then, I heard a voice that said; There is one even Christ Jesus that can speak to thy condition.... And when I heard it, my heart did leap for joy.”

Though we continue to refer to God in traditional language we recognize that this can never fully express the qualities of God, who is Spirit; the creative, sustaining force of the Universe. George Fox uses many synonyms for God –Christ, Spirit, Light, Grace, Seed, Measure, etc. His language is vivid, striking, as Canby T. Jones points out in the pastoral letters of George Fox, “The Power of the Lord is Over All,” 1989.

We believe that “God is Love”—dynamic, creative, redeeming love. We recognize that, in order to serve God fully, we should apply the “Way of Life” and the attitudes toward life taught and lived by Jesus to every phase and particular of life as we find it today. We hold that every human being is a child of God.

We assert the positive truth that the religious life is the inward life of the spirit. No place nor time can limit its action, nor any symbol adequately express it, and therefore of necessity no priest can claim to intervene between that inward life and its source of life and power which is directly available to every human being.

It is the inward change, the inward purification, the Spiritual and not the outward symbol that belongs in truth to the Kingdom of God. Therefore we hold that the outward form of the sacrament is not necessary. To the soul that feeds upon the bread of life, the outward conventions of religion are no longer needful. Those who feel the spiritual Presence which comforts, sustains and strengthens, experience the true communion: those who have been transformed from self and evil desires into a spirit of love have experienced the true resurrection.

Similarly, we believe that the true baptism is the experience of being filled with Divine Love which cleanses from all unrighteousness. “John indeed baptized with water, but ye shall be baptized with the Holy Spirit.”

We acknowledge the inspiration of the Scriptures; that the writers through the ages were individuals who believed in and sought after God, and found God according to their measure of light. We believe that they were inspired to record their experiences. These records show an ever broadening comprehension of the nature and will of God, from primitive times, through the law and the prophets, to the highest manifestation in the holy life and teachings of Jesus, who revealed most fully God's love for creation and how we are to love and believe that the same Spirit within our own

hearts must inspire our reading of them in order for us to realize their greatest lessons and meaning for us today. Today there are fresh revelations of Truth for all true seekers.

No one can truly understand what is beyond death, but God had promised that the Spirit has life everlasting. “We esteem it unnecessary to dispute or question how the dead are raised, or with what body they come, but rather to submit that to the wisdom and pleasure of Almighty God.” (George Whitehead and Others –1693)

We would strive to live so closely to the Inward Spirit that our lives might demonstrate:

“Love without possessiveness,

Strength without dominance,

Gentleness without weakness,

Courage without arrogance.”

Approved-4/4/01

Section 3

WORSHIP AND MINISTRY

“Be still and cool thy own mind and spirit from thy own thoughts, and then thou wilt feel the principle of God to turn thy mind to the lord, from whence cometh life.”

The Meeting quietly assembles at the appointed hour. Members should gather without conversation. Latecomers can be a source of disturbance. The “Service” begins when the worshipper begins to serve. Each one sits in expectant silence, the soul reaching upward to God and outward to others.

Worship in a Meeting house with one’s friends should be only one special period, in a life of worship that underlies all our daily affairs. Such worship is not an intermittent process, but a foundation layer to the life of the children of the Kingdom.

Worship may be without words as well as with them and should not be the mere outward gathering of persons, but rather the inward gathering of their hearts unto the Lord. Such Meetings are based on the eternal reality that God is Spirit and that the experience of worship must be in Spirit and in Truth. The prayers of the eternal Christ for us are not just words; they are holy and creative energies; they are power that, entering into us and becoming one with us, gives to us the ability and the opportunity to change, to grow, to be renewed in character and conduct. So Christ comes to us asking only for a response from us, and when that response is made, the act of worship is achieved. Then the door on which He knocks is open. Thus, it is in the spirit of seeking, we come to know Him and to become more fully aware of His innumerable ways of speaking to us.

When the Meeting for Worship becomes a vital experience, it will quietly invade the home of its members with a calm creative spirit and with the molding and uniting forces of Divine love. This love is the greatest thing in the world and there is no substitute for the family as a formative center for the growth and ripening of love.

“Worship in silence hath often been refreshing to my mind, and a care attends me that a young generation may dwell under the holy anointing, and feel Christ to be our shepherd. Here the best of teachers minister to the several conditions of his flock, and the soul receives immediately from the Divine foundation with which it is nourished. In the real silent worship, the soul feeds on that which is divine, but we cannot partake of the table of the Lord and of the table of the god of this world. If Christ is our shepherd and feedeth us and we are faithful in following Him, our lives will have an inviting language and the table of the Lord will not be polluted.” --John Woolman

The use of a living silence as a sacred way of worship and as a means of fusing the whole gathering into one undivided group has been historically very significant. It has made possible a society held together by its common experience and group consciousness of God while allowing a maximum of freedom for the individual worshipper. This practice of silent worship has also made possible the Quaker experiment in spontaneous ministry.

From its earliest days the Society of Friends has emphasized the importance to the Christian community of a living ministry, freely given in the service of God and humankind, a task calling for dedication of life and often for the sacrifice of other claims.

As worshippers sit in silence, some message may arise out of the depth of their souls which are recognized by their nature to be intended not simply for themselves but for the gathering as a whole. If they do not express it, they find themselves burdened with a sense of omission, but if they faithfully utter it, there follows a sense of clearness and relief. The sensitive person learns to recognize the call as clearly as they recognize the voice of a friend, though they may be quite unable to describe its quality. Though a message may seem intellectually fitting, it should not be given unless it glows with life.

We do not set any one apart whose special duty it is to supply the spoken word in our meetings. Responsibility rests on every member to be ready and willing to take part under a due sense of divine prompting. No one should go to a Meeting for Worship with the definite expectation either of speaking or of not speaking. If all are faithful, vocal messages will not come for only a few persons. A simple heartfelt expression from a young person may be an inspiration to the whole Meeting.

The value of the spoken word depends quite as much on the listener as the speaker. If anything should be spoken amiss at a Meeting, so far from giving way to irritation at what seems unprofitable, Friends should be deeply concerned for their own share in creating the right spiritual atmosphere in which the harm fades out and the good grows. Sometimes the hearer loses help which he might have received had he been sympathetic and sensitive, remembering that this message may bring help to others.

Children are part of our Meeting for Worship. Children are a blessing to our Meeting, and their presence in Meeting for Worship is warmly embraced. Youthful murmurings are absorbed in love and are reminders of spiritual qualities often acknowledged in spoken messages. Although care or religious education classes outside of Meeting for Worship may also be offered in response to perceived or expressed needs of attending families, parents should never feel that children need be excluded from the silent worship.

MINISTRY AND MINISTERS

“In the Light, everyone should have something to offer.”—George Fox

When we gather in worship let us remember that there is committed to each of us a share in the ministry of the Meeting. Let us seek with humbleness of heart, to find and express our part in this great call, helping one another whether in silence or through spoken prayer or words of ministry.

It is of importance that the Meeting as a whole should realize both the need of dedication to the call on the part of the individual, and also the immense importance of a living vocal ministry to the life of the Meeting. Whenever members speak to their own spiritual needs and those of fellow worshippers, Friends should encourage them in this service. And while all are called to be transmitters of the light, the Society and world community have urgent need for the fuller dedication to its service of the larger gifts of heart and brain with which some have been endowed.

To those who feel this call, their service of ministry will come as a duty to make way for which other valuable work must be set aside. It will require the dedication of thought and leisure, the giving of the best that is in them and above all the preparation of frequent periods of meditation and

of prayer. If a religious society is worthy of God, it must be through a succession of lives touched and transformed by the Spirit and dedicated to this service.

While we feel that under present circumstances the recording of persons as ministers is not necessary, we do feel that any member or group of members feeling a special call to minister to the spiritual needs of others outside of the limits of this meeting should first express their concern to the Monthly Meeting, stating, as far as they can foresee, the nature of this service. If the Meeting feels free to grant a minute, it should make a record to that effect and furnish the person or persons with a copy of that minute, signed by the clerk of the Meeting. Whenever any such minute for service is granted, the Meeting both as a group and as individuals should stand ready to aid them in any way they can as the occasion requires.

Visitors are welcomed to attend our Meeting for Worship. Meetings are open to all who care to share in our manner of worship, whether they be in membership with us or not. Friends should extend a cordial invitation to all who come and are interested, no matter how brief their time among us. If the presence of children in Meeting disturbs visitors or attenders, they should be helped to understand that children are a valued part of this Meeting, and have been since the Meeting was established by the first Quaker families who settled Monteverde.

WELCOME TO FAMILIES in appendix.

Approved-4/4/01

MEETING FOR BUSINESS

INTRODUCTION

The Quaker Meeting for worship with a concern for business is much more than a decision-making process by consensus. Gordon Browne, former executive secretary of FWCC, has written: "If there is anything distinctive about Quakers in the world today it is their method of doing business... Quaker meetings for business take place in a spirit of worship, Friends speak to the matter before them as they feel required to by God. It is a corporate effort to find God's will for that group on that matter at that moment. No votes are taken. When agreement seems to have been reached, the "sense of the meeting" is recorded in a minute by the presiding clerk and submitted for the meeting's approval. Revision of that minute may be called for by anyone present until there is unity in the meeting.... For the unchanged and unchanging truth is that the meeting gathered to do business expects to be guided, expects that particular group of men and women and children, of experienced Friends and novices, to be gathered together under the power of God and to be brought into an understanding of Truth that transcends any individual insight. No proxy, no caucus, no report can compete with Friends' expectation and experience of corporate guidance."

"Searching for the Truth in a spirit of worship and waiting for a sense of the meeting to grow among all members are characteristics of the way Friends conduct their business. The meeting for business is not a body whose members engage in debate; rather business is raised and decisions are made in the same expectant waiting upon the Spirit as in a meeting for worship. In searching together for the will of God in matters before the meeting, Friends are seeking the Truth so that all may join in its affirmation. It is the responsibility of all members to participate in this search.... The right conduct of business meetings, even in routine matters, is important to the spiritual life of all. Care

must be taken that the enduring value of a spiritual community is not sacrificed to the immediate goal of action.”

FAITH AND PRACTICE of New England Yearly Meeting, 1985.

An Advice on Meeting business in the same Discipline states: “In meetings for business, and in all duties connected with them, seek again the leadings of the light; let our utterances be brief and without repetition. Let us keep from obstinacy and from harshness of tone or manner and admit the possibility of being in error. In all the affairs of the meeting community, let us proceed in a peaceable spirit, with forbearance and warm affection for each other.”

A Meeting for business shall be held once each month following a meeting for worship. All business meetings should be conducted with deliberation. Each member bears a responsibility to participate in the meeting and to bring forth freely any real concerns which may be felt. Friends should work with one motive, notwithstanding differences of opinion, and being ready to accept the decisions of the Meeting even when they may not be in accord with their own judgment. The mutual forbearance and understanding which are produced by a constant dwelling under the power and control of Divine Guidance do much to prevent jealousies, misunderstandings or any breach of love.

A presiding clerk and recording clerk shall be nominated and appointed every two years. One of the important duties of the clerks is to gather the sense of the meeting and state in a minute what appears to be the judgment of the group. This minute shall be read and, after any alterations that may be necessary, approved by the Meeting in order to become valid.

The Meeting shall furnish a book for permanent records of its proceedings.

It shall be the duty of the clerks to sign and forward any documents or correspondence as directed by the Meeting.

The Meeting shall appoint a treasurer every two years to keep an account of all monies received or paid out on behalf of the Meeting. A report shall be made to the Meeting at least once each year following an audit by a committee appointed by the Meeting.

The Meeting shall appoint a recorder to serve for five years to keep the permanent record of membership, births, marriages, and deaths. The recorder shall report to the Meeting at least once each year, after examination of the records by a committee appointed by the Meeting.

Members of all standing committees should be nominated by a nominating committee appointed by the Meeting. In bringing forward names, care should be taken to consider the respective qualifications of those appointed so that the service of the Meeting may be most effectively performed.

These standing committees shall report annually in writing to the Meeting, and more often if desired.

All committees should feel a special concern to carry out their duties promptly and under a sense of Divine guidance. It is recommended that committee sessions begin and end with a settled period of silence.

Each person should feel a responsibility in speaking to all business before the Meeting so that it will be completed with care and dispatch. If the desire to find Right and Truth is uppermost, a corporate Guidance should be felt, according to which the Spirit can inspire the group as a whole and from which unity can evolve. If a good degree of unity is not achieved on any important matter, no action should be taken until accord is reached.

MEMBERSHIP

THE MEANING OF MEMBERSHIP

Membership in the Society of Friends should be an outward sign of an inward commitment to the Gospel of Love and of a fundamental unity with the aspirations of the Society. It carries with it both privileges and responsibilities. A member is called to be faithful to the Light which they receive, to attend Meetings for Worship and business, and to reflect the life of the Spirit in their daily living.

Friends are aware that religious truth comes to different persons in somewhat different ways, and that seekers find themselves in various stages of growth in religious experience. An open mind and heart and an earnest desire for ever increasing Light are matters of deep concern. One who relates to the Meeting so as to be able to help its life and be helped by it is likely to be qualified for membership. A spirit of love and understanding should pervade all discussions with prospective members.

The Society values the attendance and participation in its Meetings of persons drawn to Friends. The Society encourages such persons to consider the increased opportunities for development and service which may come with membership. Attenders are welcome to take part in Business Meeting and to serve in ways consistent with their qualifications. The ultimate responsibility for decisions rests with members.

There are two ways of acquiring membership in this Monthly Meeting:

birthright membership

admission on personal application or (for those under the age of 18) application by parents or guardians.

ADMISSION by RIGHT OF BIRTH

Children whose parents are members of the Meeting are to be considered members by right of birth, or adoption, unless requested otherwise. Where only one parent is a member, the child shall be considered a member provided this is desired by both parents. This shall be ascertained by the Care and Counsel Committee and the information given to the recorder. As the children of the Meeting grow, they should receive the special loving concern of the Meeting, that they may understand and experience for themselves the true meaning of Quakerism. When they reach adulthood the person

should make a decision for themselves as to whether or not they wish to continue membership in the Meeting.

Approved-4/4/01

NEW MEMBERS

A person who is considering membership in the Meeting and is not a member of another Friends Meeting should write a letter to the clerk asking to explore membership in the Meeting.

The clerk will inform the Care and Counsel Committee and the Monthly Meeting of the person's interest. The Care and Counsel Committee will designate a clearness committee. The clearness committee is often composed of two members of the Care and Counsel Committee plus one person chosen by the potential new member.

The clearness committee will meet with the interested person to discuss any questions or concerns any of the committee or Members may have. There is no time limit, the process may continue as long as necessary for everyone to find comfort and clarity.

It is important to remember that becoming a member of Monteverde Meeting implies membership in the wider Society of Friends, so it is important to gain some familiarity with the diversity of Friends worldwide.

When the committee has come to clarity, the Care and Counsel Committee will make a recommendation to the Monthly Meeting for receiving the person into membership.

(Approved March, 2021)

TRANSFER of MEMBERSHIP

We feel it to be essential to the best welfare of the Society and of all concerned that membership should rest in the Meeting within whose limits the individual resides, unless special circumstances modify the situation.

When members of this Meeting move to the neighborhood of another Meeting, the Care and Counsel Committee should promptly forward a message commending them to the love and care of the Meeting to which they move. Pending transfer of membership both Meetings should share their responsibility toward the members so situated.

When an applicant for membership in this Meeting produces a certificate of removal or a letter of recommendation from another Friends Meeting, it should be referred to the Care and Counsel Committee who, when satisfied, shall make their recommendation to the Meeting.

SOJOURNING and DUAL MEMBERSHIPS

Members removing temporarily beyond the limits of this Meeting may request a sojourning minute directed to the Meeting within whose limits they expect to sojourn. No obstruction appearing, such a minute shall be granted stating their membership. This minute shall be returned to the home Meeting at the conclusion of the sojourn. Likewise sojourning minutes shall be accepted by this Meeting for members of other Friends Meeting who are residing temporarily within our limits.

This shall entitle them to the same privileges and responsibilities during their sojourn as those held by other members.

For those who divide their time on a regular basis between Monteverde and another Monthly Meeting, dual membership may be more appropriate. This also entitles them to the same privileges and responsibilities during their period of residence as those held by other members, but requires no returning minute.

RELEASE FROM MEMBERSHIP

All requests for release from membership should be made to the Care and Counsel Committee. After prompt consultation with the member making the request, the Care and Counsel Committee should forward the request, with their recommendation, to the Meeting for action.

If a member in good standing asks for a release to join another Meeting, the Monthly Meeting may grant this request. A letter stating their standing may accompany the release, recommending this person to the care of the Meeting they wish to join. The release and letter should be signed by the clerks.

Upon joining the Religious Society of Friends, a member is normally expected to relinquish membership in another religious body, and should obtain if possible a letter of release from that body. A member may retain membership in another religious group, or Friend may establish such membership, when the individual and the Meeting are satisfied that it is in keeping with Friends' principles and practice.

Occasion may arise when the Meeting feels it necessary to ask persons to withdraw their membership and, in the case of their unwillingness to do so, to remove their names from membership by action of the Meeting. Such occasions may arise in case of repeated disregard of the religious teachings and the obligations of membership as expressed in the Discipline.

It will be the duty of the Care and Counsel Committee to deal with such matters before reporting its concern to the Monthly Meeting. The Meeting may then appoint a special committee to confer with the member. It will be the duty of this committee to approach the problem in a spirit of love, and to endeavor to effect a change in conduct and outlook on the part of the member. After satisfying itself that further attempts at reconciliation would be unavailing, the committee will report its findings to the Monthly Meeting. If the Meeting concurs, it will notify the member in writing of their separation from membership.

Such members who manifest no interest in or concern for the well-being of Society, or fail to respond in any manner, after being repeatedly addressed, may be dropped from membership.

When the Monthly Meeting receives an application for reinstatement as a member from a person who has previously been released for any cause, the primary concern of the Meeting should be the present sincerity of the applicant. When the Meeting believes such a person is sincere, a new certificate of membership should be granted.

Financial obligations and responsibilities to the Meeting are important to consider. There are many ways to participate in the support of the Meeting. Those who can contribute are encouraged to do so, according to the dictates of conscience. The Meeting for business considers a budget proposal

prepared by the treasurer each year. The total amount budgeted, divided by the number of adult members and families, will give some guidelines for those able to take fiscal responsibility and make voluntary contributions to the Meeting.

Approved June 7, 2000

EDUCATION

Education in a Quaker context is the process by which human beings use our God-given inward and outward gifts to learn to understand the world and to function to our full potential within it. The loving guidance and nurture from outward teachers, be they parents, school teachers or others, is invaluable in helping us toward the goal of learning from our Inward Teacher.

The Monteverde Friends School was established by the Monthly Meeting as the result of a concern that our children be provided with an education in spiritual and moral values, along with academically challenging basic courses of education, in a setting conducive to good physical development. Analytical thinking may tell us what is factually true or false, but we must develop moral sensitivity and spiritual centeredness if we are to know right and wrong. Our students should be developing the knowledge, skills and moral strength to contribute to a peace-filled and environmentally sustainable society. We would like our children to be encouraged to grow in intellectual ability, in moral and spiritual sensibility, and in the courage to act upon their convictions.

We strive to use methods of instruction which will exemplify the Quaker philosophy that religion is a way of life with love as the keynote. We encourage methods which promote free inquiry and the growth of each individual to his or her fullest capacity.

Howard Briton has summed up what we feel our three necessary requirements if we are to have a Friends School which will justify work and sacrifice on our part:

“The curriculum and school life must be religiously centered, for religion is the only potent means for changing [individuals] in the depths. The school must be an organic part of a community of persons who are attempting to live the kind of life for which the school stands. Without living examples of what is taught, teaching is vain. The school must be a place where healthy and significant physical work is carried on, for something important enters the soul through work which never comes through words.”

Believing in a good education for all children, the Meeting will arrange so that none of its children should be denied entrance to the school for financial reasons. It will also provide scholarship aid, in as far as possible to make the school available to children in the broader community. Although the school's primary mission remains to provide an education based on friends' principles, we recognize that many outside the Quaker community desire the kind of education we provide, and we welcome them. Furthermore, we feel that to prepare students to be effective participants in their own community the school's enrollment and curriculum should reflect a balance of English and Spanish and a harmonious and mutually respectful combination of cultures. Our aim in maintaining a religiously centered Quaker school, while educating children from different religious backgrounds, is not to pressure others to be Quakers, but rather for each to take his or her own

beliefs more seriously and live them more fully while honoring our Quaker values in a setting of mutual respect.

Students attend mid-week Meeting and the school helps them prepare for worship. The half hour of “pre-meeting” before mid-week Meeting is specifically devoted to helping the school students prepare for worship. This preparation can take the form of learning to understand Quaker worship, history and ideas; probing the meaning of religious writing; learning and practicing techniques of mediation; discussing ethical issues, or exploring values and beliefs.

While wishing to be responsive to the educational needs of the community, we are clear that the values which underlie the school will often be at variance with those of the mainstream culture, Costa Rican or North American, which can be materialistic and violent. We must be wary of the tendency to view education as just a road toward increased economic status of employment opportunities. We prefer to see it primarily as preparation for enlightened and constructive participation in the community and the wider society.

The Meeting appoints a School Committee, two of which should be Meeting members, to make policies for the school, oversee its finances, hire a director, and ensure that the school is operated in accordance with the school’s mission statement and Friends’ principles.

Education takes place not just within school, nor is it just for children. In the worship sharing group, for example, adults meet regularly to explore spiritual issues raised by daily living and encourage one another to live our values. Occasional adult discussions also explore aspects of our faith and practice, or help us to better understand social problems.

Children’s Meeting is a worshipful experience for our younger attenders on First Day, during the first 30-45 minutes of “Big Meeting”. The specific format and content of Children’s Meeting can vary widely, but it seeks to address, separately or simultaneously, several needs perceived by parents within the Meeting: to develop the attitudes and skills of worshipful reflection at a child’s level; to give focused exposure to spiritual values through stories, activities, and worship; and to build a sense of community among the children of the Meeting.

MARRIAGE

The family is the foundation of Society and of Friends’ Meetings. It is the center of the closest and the dearest human relationships; it is the most important factor in the molding of lives and the developing of character; therefore marriage is a step of great importance and significance. When the sacrament of marriage is entered into between two individuals as a mature, committed, life long bond of love and mutual respect, it is also a cause for great joy, for it is life-affirming in the best sense, and a reflection of Divine purpose in our lives. We affirm and support marriage for both traditional and same-gender couples as a great blessing in our lives.

Through their history as an organization, Friends have treated marriage reverently. They have realized that unity of religious faith and practice is a cementing influence in the relations of those who are married, as well as a guiding and uniting influence in the relations of parents and children. The union in marriage of two individuals in spiritual fellowship is a most beautiful and precious human bond, and will make itself felt not only in the home but also in the Meeting and in society.

The responsibility of marriage should be accepted with joy and also with consecration. It should be entered wisely and carefully, with the guidance of God. In every way possible associations should be avoided that may lead to false ideals or unhappy marriage. The responsibility and the beautiful significance of the law of life should be taught reverently and with sensitivity. Because the instinct on which marriage is based is creative, it is therefore sacred and cannot be lightly or carelessly treated without consequent cost and suffering. Only by mutual love, unselfishness, and cooperation can the true spirit of love and respect be maintained in the home. It is not an easy task but is a high calling.

Physical health and strength, intellectual interest and attainments, culture, character, and spiritual grace all go into the perfecting of marriage; but above all else, it can reach its highest purpose and realization only if God's love is the abiding and honored guest and this spirit the controlling influence in the home.

We believe, if Divine guidance is carefully followed when contemplating marriage and the Divine assistance which is promised in our marriage ceremony is continuously sought, it will seldom be necessary to resort to divorce. All individuals and relationships go through turbulent periods. When a couple encounters difficulties they feel they cannot surmount, we recommend they seek counsel within the Meeting or professional help. If we are willing to open ourselves to the wisdom and guidance of others, a special Clearness Committee of the Meeting, Overseers Committee, or a sensitive, discerning individual within the Meeting may be able to provide assistance.

Approved 7/25/1999

Since marriage is an ordinance of God we feel that God alone can rightly join a couple in its bond and we believe that no church or government official is essential for its accomplishment. A couple requesting marriage under the care of the Meeting should state their intentions in writing to the Monthly Meeting. This notice should be minuted to investigate the suitability of the marriage and the clearness of the individuals to enter into such a contract. At the next Monthly Meeting, if no obstruction to the further proceedings of the couple appears, the Meeting is then to leave them at liberty to accomplish their marriage according to the custom of Friends. Should either individual belong to another Meeting, that Monthly Meeting should be informed and asked for a letter of clearness.

The Meeting will then appoint an Oversight Committee of four Friends to oversee the marriage. They shall see that the certificate of marriage is properly drawn up and a copy of it duly recorded in the Monthly Meeting book of records. Where either of the individuals about to be married has minor children, the committee shall see that the children's needs and rights have been carefully considered. The committee shall also attend the marriage and reception and see that it is accomplished with the simplicity and dignity appropriate to the occasion. To make the marriage legal in Costa Rica a civil ceremony or a Catholic ceremony is required. In case where the couple are not members, the Monthly Meeting shall extend the same care as is required for members, and if no obstructions appear, the marriage shall be allowed by the Meeting.

The marriage should take place in regular Meeting for Worship or in a special Meeting arranged by the Monthly Meeting at a time convenient to the couple. At a suitable time during the Meeting the couple shall rise, and taking each other by the hand, shall declare their vow simply to each other.

For some a cherished, time-honored Quaker wedding vow has tremendous significance, power and beauty. For others it is more meaningful and rewarding to depart from tradition and word their own creative and personal wedding vows. Though the wording will vary according to the wishes of each couple, the following is an example of a traditional Friends wording:

“In the presence of God and these our friends, I take thee, first name, to be my (wife/husband/partner), promising with Divine assistance to be unto thee a loving and faithful (husband/wife/companion) as long as we both shall live.”

Following this, a certificate should be signed by the newlyweds, and then be read aloud by a designated person. At the conclusion of the Meeting, the certificate should be signed by every person present as witnesses, including children. In the Appendix we offer three samples of certificates with the wishes of the couple.

The wording of many wedding certificates reflects more than 300 years of Quaker history, from the earliest recorded marriages in England. Here are three examples of certificates, based on actual Monteverde weddings, or taken from the certificates of current Meeting members. The wording may be varied according to the couple’s wishes; some certificates include the couple’s vows verbatim. Some substitute for “until death”, “as long as we both shall live” or “from this day forward.”

We suggest that for genealogical purposes, it is helpful to have complete information, including parents’ names, and mother’s maiden name, and the place of residence, including county and province or state for the individuals being married.

The couple should give careful consideration to the last names they choose to use after marriage. In Costa Rica, the tradition is for both men and women to continue to use their first name (nombre) followed by the father’s last name (primer apellido) and the mother’s last name (segundo apellido). The woman may add her husband’s last name (de _____).

Anglo-American tradition has been for the wife to take her husband’s last name. Many couples choose to hyphenate or to create a new last name.

See appendix for sample wedding certificates.

Revisions approved 4/5/2000

Section 4

Queries

These queries are intended to call to the attention of our members the need for individual examination to see how far our lives are consistent with our religious profession. We urge that Friends listen to the spirit within the actual wording, that we may seek the basic truth therein. They are to be read soon after the meeting for worship has gathered into silence on the second Sunday of the corresponding month.

First Query: How do we open our hearts and minds to the leading of the Holy Spirit during meetings for worship? What do we do to welcome all to share in fellowship and feel drawn together by the Spirit of God in our midst? What steps do we take to foster spiritual gifts and encourage responsibility in service to the meeting? How do we work toward a unifying sense of the Meeting in our meetings for business?

Second Query: How do we nurture the Divine Spirit within us and allow it to guide our lives? What do we do to nurture a spirit of acceptance and forgiveness within ourselves and in our interactions with others? How can we help each other to express and work with our differences with love and humility?

Third Query: How do we make our homes places of love, friendship, and peace? How do we love and support our life partners and remain faithful to them? In what ways do we include regular worship and discussion and use the Bible and other writings to enrich ourselves and teach our children the principles and practices of Friends? How do we support ourselves and others in being loving and patient with our children, setting a positive example and guiding their physical, mental and spiritual lives?

Fourth Query: What choices do we make which nourish our physical, mental, and spiritual health? How do we educate ourselves and others about the physical and spiritual harm caused by unhealthy eating habits, the use of tobacco, alcohol and other drugs, and the devastation which addiction can inflict on one's life, family and friends? In what ways do we contribute with love and understanding to the prevention and solution of these problems?

Fifth Query: How do we remain mindful of the importance of honesty, truthfulness and simplicity in our manner of living? How do we devote time to our spiritual lives and integrate our values into our daily activities and interactions? Being mindful of Friends concerns about oaths, gambling and betting, how do we assure our actions are honorable and avoid exploitation of others?

Sixth Query: How do we consciously live in the virtue of that life and power which takes away the occasion of all wars? What do we do to refuse participation in war or cooperation in military efforts? What actions do we take to work for peace, understanding, and social and economic justice for all?

Seventh Query: How do we draw our meeting community together in a spirit of fellowship, making a place for all in the life and activities of the Meeting? What steps do we take to maintain contact with all our members? How do we reach out to each other with material assistance, emotional care, and spiritual counsel? Do we share our own needs with our meeting community?

Eighth Query: How do we make our lives one of caring for those around us? How do we provide service in the spirit of love and friendship? How do we remain aware of the causes of social evils and seek Divine guidance in how to respond without causing harm?

Ninth Query: How do our values of living more equitably and harmoniously with all people and all creation influence our patterns of consumption? How do our choices reflect our responsibility to future generations, to care for Earth as our home and the home of all living things?

Tenth Query: Are we making a quiet place, even amid all the activities of daily life, to commune with the creative force of the universe and to listen for the inner leadings of the Spirit? In what ways are we heeding any promptings of love and truth in our hearts?

How do we make space in our lives to rejoice together in the blessings of life and to support and nurture one another in our challenges?

Eleventh Query: In what ways do our dress, home furnishings and other possessions, entertainment, eating habits, means of transport, and purchases reflect a concern to live simply and responsibly towards the natural world and the global human family? How do we use our spiritual and material gifts to promote a flourishing life for all? How do we foster in ourselves and in our children values of beauty, inward reflection, friendship, service, and love of God and the creation.

Twelfth Query: In what ways are our lives a living witness to the Truth? How do our lives reflect a spirit of love, forgiveness, reconciliation, and healing? How are we working to create a more just and peaceful social order locally, nationally, and globally?

Approved July 2018

QUERIES FOR THE STATE OF THE MEETING

The following “Queries for the state of the meeting” are an attempt to sum up our year’s progress as it is exemplified in the meeting group. It is recommended that a Monthly Meeting in First Month be set aside for the consideration of these queries, all other business unless it be an emergency, considered separately, with full participation of all members in answering it and with the clerk gathering and recording the sense of the Meeting. These answers shall be recorded in the minutes for the day as a record of the progress of the Meeting.

To the extent that we are all able to enter prayerfully and humbly into these considerations, willing to seek the guidance of the Spirit and to face with equal honesty our failure and our attainments, we should grow in our ability to arrive at a true, unifying sense of the Meeting each year.

These queries are only a suggestion and can be modified at the discretion of Care and Counsel.

Query 1: What does Meeting for Worship mean for me?

Query 2: How does Monteverde Friends Meeting deepen my spiritual practice?

Query 3: What do I bring to Monteverde Friends Meeting?

Query 4: What changes would I like to see in our Meeting?

QUERIES FOR YOUNG PEOPLE

It is suggested that these queries be considered during school hours before each monthly meeting during the school year. The Meeting, school, and families are encouraged to use them whenever and in whatever way they may find helpful.

Do we think of God often during the day and try to understand what the spirit says to us?

When we disagree with others, do we try to imagine ourselves in their place? Do we forgive people who hurt us by word or act? Do we try to see God in each person? Are we careful to speak well of others, avoiding gossip and name-calling? When our friends quarrel, do we try to help them work it out?

Do we try to be honest and truthful in what we say and do? Do we stand firmly against harmful acts and consult with an adult if we are aware of serious wrong-doing? Do we realize we get greater enjoyment from the things for which we work, than from trying to get something for nothing?

Are we encouraging fair and honest games? Do we choose recreation which is healthy for our body, mind and spirit? Do we do what we believe to be right regardless of what others are doing?

Knowing that each of our bodies is a gift in which the Spirit of God lives, do we make the effort to keep our bodies and our minds strong and healthy? Do we use moderation in all that we do and avoid those things which we know to be harmful?

Do we try to realize what it would be like to live as others do who are less comfortably cared for than we are, and do we try to make their lives happier? Are we willing to help others when they are in need? When we have difficulties, do we accept help that others offer us?

Do we worship as regularly as we can and do we make an effort to prepare our minds and open our hearts to God during worship? While worshiping do we try to seek God's help on how to be and what to do?

Section 5

COMMITTEES of the MONTEVERDE MONTHLY MEETING

Presiding Clerk

(2 years, member of the meeting, it helps to be computer savvy, it helps to speak both English and Spanish)

The clerk has the responsibility to see that the following tasks are done. In some cases, this may mean finding another person who is willing to do them.

- Facilitate Meeting for Business
 - Helps everyone follow the agenda and encourages mindful use of time
 - Together with the recording clerk, gathers the sense of the Meeting on items brought before the Monthly Meeting
 - Helps ensure that a clear decision has been made.
- Before Meeting for Business:
 - Discerns how best to order the agenda for Monthly Meeting for Business, in consultation with the Recording Clerk and the Care and Counsel Committee, if necessary.
 - Assures that committees and individuals have prepared their reports and proposals in writing in advance of Meeting for Business.
 - With the Care and Counsel Committee, encourages attendance at Meeting for Business.
 - Finds someone to substitute if either the Presiding Clerk or the Recording Clerk is absent for Meeting for Business.
 - In coordination with the recording clerk, arranges for childcare during meeting for business, if needed.
- At Meeting for Worship
 - Welcomes worshipers at First Day and Fourth-Day Meetings for Worship and facilitates introductions, announcements, etc. Encourages visitors to sign the guest book.
 - Receives, reads to meeting, and writes return notes on travelling minutes from visitors.
 - Reads queries and advices during the silent worship before Meeting for Business. Reads queries for Young People the previous Fourth Day during Meeting for Worship

- With the treasurer occasionally informs people after Meeting for Worship of the Meeting's projects and how people can support the meeting financially.
- Checks for donations after Meeting and passes them on to the Meeting bookkeeper.
- Facilitate good communication:
 - Serves as the spokesperson for the Meeting.
 - Signs and forwards official Meeting correspondence (Legal documents must be signed by the president of the Asociación de los Amigos.)
 - Receives and shares both email and hardcopy correspondence with the Meeting, when appropriate. Delivers emails and letters to the appropriate committee for response. Usually this is the correspondence committee.
 - The Clerks and the Correspondence Committee each have access to and manage the Meeting email account. The Clerk should work with the correspondence committee to determine who regularly checks email and to whom (if anyone) emails are forwarded from the meeting account.
 - Clerks send out information about births, deaths and other information of special import to the members via email and through the phone tree when appropriate.
 - The Clerks manage who is on the Meeting's various emailing lists in collaboration with the Correspondence Committee.
 - The Clerks and the Correspondence Committee serve as gatekeepers to the use of the Meeting email lists. The clerks approve items to be sent. The general list is blind copied. Passwords and email lists are not shared beyond the clerks and correspondence committee.
 - Maintains the bulletin board and Meeting calendar together with the recording clerk.
- Legal responsibilities:
 - Serves on the legal affairs committee.
 - Develops the agendas for the Legal Affairs Committee in coordination with the President and Secretary of the committee, basing it on business delegated to it by the Monthly Meeting.
- Other responsibilities:

- Makes sure that Meeting committees are functioning well, and doing so according to Friends procedure. Solicits timely reports from committees according to the schedule set by the Meeting.
- In coordination with the school administration, maintains a calendar for the use of the meeting room. The calendar is located on the wall of the school office.
- Initiates the organization of annual community activities and traditions including Easter, Monteverde Day, and Christmas.
- Encourages a culture of noticing and thanking people for their efforts on behalf of the meeting.

Approved 9 June, 2013

Recording Clerk

Serves for 2 year term, must be somewhat technologically savvy

- Before Meeting for Business:
 - Work with Presiding Clerk in setting the agenda for meeting for business. Regularly review previous minutes to check for pending items that require further action by the meeting for business
 - Help serve as the Meeting's memory by thinking ahead about agenda items and being prepared to share relevant sections of previous minutes. This can be facilitated by having the minutes in searchable form on a computer, but can also be done using the minute binders.
 - In coordination with the presiding clerk, arrange for childcare during meeting for business, if needed.
 - Find someone to substitute if the recording clerk must be absent from the meeting for business.
- During Meeting for Business:
 - Take minutes during monthly meetings for business.
 - Together with the presiding clerk, gather the sense of the meeting on items brought before the monthly meeting and state in a minute what appears to be the judgment of the group.
 - Help ensure that a clear decision has been made.

- Assure that the minute notes responsibilities for carrying out matters of business agreed upon.
- Record enough of the discussion to permit the finished minutes to reflect some of its tone.
- Read the minute aloud, and revise as needed until the Meeting feels comfortable approving the minute.
- After Meeting for Business:
 - Gather all reports presented in business meeting in hardcopy and electronic form, and type up any reports that were handwritten.
 - Coordinate with the Correspondence Committee regarding distribution of the minutes, including all reports as email and hardcopy attachments.
 - Maintain the minute binder and see that committee reports are attached. Ideally, these should be printed on acid-free paper if some is available.
 - Keep an official record of minutes electronically, and make regular backups.
- Other Responsibilities:
 - Substitute for the presiding clerk as needed in matters such as welcoming visitors, handling announcements, and signing traveling minutes.
 - Check for donations after Meeting. This should be done by the clerks or whoever is designated to greet people after meeting.
 - Maintain the bulletin board together with the Presiding Clerk;
 - Insert new pages in the guest book, and file filled-out pages for use by the Development Coordinator and as general historical material.
 - The clerks manage who is on the Meeting's various emailing lists in collaboration with the correspondence committee.
 - The clerks send out general information about births, deaths and other information of special import to the members
 - The clerks encourage a culture of noticing and thanking people for their efforts on behalf of the Meeting.

Treasurer

Serves for a 2-year term. Reports twice a year to the Monthly Meeting in February and March.

Treasurer for the Meeting is also treasurer of the Asociación de los Amigos.

- Makes sure donations are properly received and donors thanked
- Watches how money is handled, or at least reviews this with bookkeeper.
- Supervises accounting to ensure it is always adequate
- Is responsible for informes contables – bookkeeper will make year end budget (school accounting on calendar year, but accountant must report on fiscal year)
- Makes sure accounting books are up to date
- Signs bank account
- Enters school account information on my FBAR forms each June.

Recorder

Job Description (ex officio Secretary of the Legal Affairs Committee)

Serves for 2 years, however it is recommended that the secretary be re-elected for at least a second term.

- Minute taking
 - Takes minutes at the legal affairs committee meetings and the general assemblies of the Asociación de los Amigos de Monteverde. Maintains the legal minutes books of the meeting and arranges for the general assembly minutes to be protocolizado after each general assembly.
- Maintenance of legal books:
 - Maintains the legal membership books of the Asociación de los Amigos. This information includes: complete name of the member, cédula or passport number, marital status, profession or job, birth date, physical address, telephone number, category of membership (active, inactive, juvenile), number and date of the session when the membership was approved, signature of the legal affairs committee secretary, and the signature of the president.
 - All the legal books mentioned above are reviewed by the fiscal of the Asociación de los Amigos each year to be sure that they are up to date.
- Maintenance of Meeting Membership Books:
 - Maintains the record books of membership in the Meeting. This includes preserving historical membership records, including correspondence from prospective members and those seeking changes in their membership status. For each member the following information is recorded: full name, place of birth, full name of father, full name of

mother, date of membership, how person became a member, name of spouse and date of marriage, date membership terminated, how membership terminated, place of burial, previous residence, and any other notes.

- To do this the secretary uses Meeting minutes to keep track of changes in membership and information obtained from members.
- Organizes books in 4 categories: resident, non-resident, released, and deceased.
- The secretary maintains two complete sets of these records, the original and a copy, in separate places. The official set is kept at the Meeting House; the secretary keeps copies off-site. This can also be done by scanning the current records and emailing them to the meeting email address to preserve them.
- Keeps hard copies of correspondence from members about membership decisions.
- Keeps copies of wedding certificates for couples married under the care of the meeting.
- The membership records are audited yearly by a committee named by the Meeting. One of the members of this committee is the fiscal. The committee should review both the Asociacion de los Amigos legal books as well as the historical meeting membership records to be sure they are consistent, accurate and up to date. This committee is named in October and reports to the meeting in November.
- Communicates to Overseers when young Friends reach 18 years of age.
- Shares information with the database manager according to meeting policies.
- Reports to the Meeting
 - Gives an annual membership report to the Monthly Meeting in November including the following information: names of all members, whether they are resident, non-resident, under the age of 18, and if they have informed the Meeting in writing of their desire to retain membership as an adult. Indicate which members have dual membership and which are sojourning members. On a separate page include total numbers relating to the previous categories and the names and numbers of members gained and lost by birth, certificate transferred, release, and death.

Approved August, 2013

Care and Counsel Committee

Serve for two-year terms. Historically, members of Care and Counsel have been members of the meeting and there has been a balance between men and women.

- Meet at least once a month and keep a minute book

- Be an active, concerned element of the Meeting and give confidential and prayerful attention to all matters under the Overseers consideration
- Oversee the smooth spiritual functioning of the Meeting and give loving support and nourishment to the spiritual growth of members and attenders
- Be aware of the spiritual needs of the Meeting and in charge of activities promoting Quaker practice and values
- Receive and consider concerns relating to the health and welfare of the meeting and be available in times of crisis
- Seek for spiritual discernment concerning vocal ministry in our Meetings for Worship
- Foster fellowship and participation within the meeting
- Encourage attendance at meetings for worship and business
- Receive and process applications that have to do with membership: becoming a member, transfer of membership, sojourning membership or withdrawal of membership according to the section on membership in the Discipline.
- Support young Friends who have reached 18 years of age in their spiritual journeys and explore with them about if and how they would like to continue their connection with the Religious Society of Friends
- Receive requests for Clearness Committees and see that these happen
- Communicate regularly with absentee members
- Be alert to the spiritual, physical and emotional needs of members and see that support from the meeting is forthcoming
- Welcome and orient new meeting attenders.
- Approach and welcome visitors after meeting for worship.
- Give support to the advancement of the interests and testimonies of Friends in the wider community
- Be open to take up any matter that appropriately comes under the oversight of the Meeting.
- Be sensitive to the pastoral care needs of members and attenders and ascertain how the Meeting can be supportive
- Be aware of the needs of families with children including welcoming them to Meeting, facilitate decisions about childcare, and review, update, and distribute documents regarding families with children.

Approved 2013

School Committee

Members serve two years, except the student member who serves one year. The committee reports semi-annually to the Monthly Meeting in February and August.

Role of the School Committee

The function of the School Committee is to oversee the direction of the Monteverde Friends School under the care of the Meeting. This includes the following major responsibilities.

- The School Committee sets school policy in accordance with, and in furtherance of, the mission, vision and philosophy that the Meeting has established for the school.
- It hires, supports, supervises, evaluates, and if needed, replaces, the Head of School.
- It oversees strategic and long range planning.
- It ensures that the finances of the school are sound.
- It oversees school fundraising in coordination with other Meeting fundraising efforts.
- It ensures compliance with legal norms.
- It ensures maintenance of equipment and buildings used by the school, including teacher housing.
- It ensures good public relations.
- It maintains clear minutes and updated policy manuals.
- It periodically evaluates School Committee functioning.
- It periodically evaluates the role of the school in fulfilling its vision and mission.

Nomination and Composition of the Committee

The Meeting decides on the composition of the School Committee. The School Committee comprises eight members all appointed by the Monteverde Monthly Meeting. At least two of these members must be members of the Religious Society of Friends. One member is a high school student (grade 9-12) who will be nominated in a collaborative effort between the student body and the Nominating Committee. In addition to the duties common to all School Committee members, that person is responsible to provide the School Committee with a student perspective, and to report School Committee decisions on a regular basis to the student body. If there is no student member nominated, the number of School Committee members will be seven. Staff members have traditionally not served on the School Committee, but may serve if appointed by the Monthly Meeting.

School Committee members are appointed for two years, except the student representative who is appointed yearly. The School Committee appoints its Clerk and Secretary from among its members. The School Committee normally meets once a month, or more frequently as needed. Members are expected to help foster ongoing communication and positive relationships between the School, the Monthly Meeting, and the broader community. Members should participate to the best of their ability and time constraints in representation of the School Committee in various roles and activities throughout the year. School Committee members and the Head of School are encouraged to participate in Monthly Meetings, especially when school related items are scheduled for discussion.

All School Committee members should be persons who are interested in the school and willing to work in the manner of Friends, under the guidance of the Meeting, to support and further the school's mission, vision, and philosophy. Each member is responsible to work toward unity and a sense of the meeting looking for the best decisions for the institution as a whole, rather than advocating for specific constituencies.

It is desirable that there be an overlap of members on the School Committee and the Legal Affairs Committee.

Subcommittees

Much of the work of the School Committee is done by subcommittees, some of which are permanent and others temporary. The School Committee appoints the members of its subcommittees, and supervises their work. Subcommittees assist in implementing certain policies and programs; subcommittees also make policy recommendations, with the clear understanding that all policy decisions require School Committee approval.

Committee Meetings

While assuring that necessary confidentiality exists around certain issues, the School Committee welcomes opportunities to meet with parents, staff, students, and community members. The School Committee may invite parents, staff, students, and community members to participate in specific meetings and subcommittees. Members of the School and Meeting community may also request participation in or attendance at specific school committee and subcommittee meetings. Plans for their participation will be coordinated with the School Committee Clerk, or the coordinator of the relevant subcommittee.

Role of the School Committee Clerk

The School Committee Clerk is responsible for the overall functioning of the School Committee, and for the working relations between the School Committee and the Head of School. The Clerk supports and supervises the Head of School on a day to day basis, in representation of the School Committee.

Approved 8 March, 2015

Religious Education Committee

Four members, two-year terms, reports in July.

Responsibilities:

- coordinate Children's Meeting
 - organize people to run Children's Meeting
 - coordinate/oversee curriculum for Children's Meeting
 - steward the Children's Meeting resources (also available for school use)

- organize adult religious education/spiritual development events that seem to serve the interests and needs of the meeting, such as Quakerism 101, Friendly 8s, book discussion groups, opportunities to share spiritual journeys, etc.
- when new materials on Quakerism are given to the Meeting, meet with the library committee to decide if any of the materials would be better used in the library

Depending on the needs of the meeting and the interests of the committee members, this committee could also work on:

- reaching out to teenagers who are members, children of members, or nonmembers who have shown some interest in the meeting
- working with the Quaker Life Committee or others at the school to support religious education in the context of the school, encouraging the use of the Quaker literature in the meeting room
- other ideas that seem relevant to religious and spiritual education/development.

Approved May, 2013

Correspondence Committee

2 years, reports in April

It is important that at least two people on the Correspondence Committee have email capability and be technologically savvy.

- Coordinates with the recording clerk to make sure that adult members and other interested people receive electronic or paper copies of Monthly Meeting minutes including those from the Association.
- Keeps the official list of who receives Monthly Meeting minutes on paper and works with clerks to provide email addresses for electronic delivery.
- Writes thank-you notes for donations received by the Meeting, (coordinates with the Treasurer)
- Orders and sells Friends Calendars each year.
- Helps clerk answer correspondence to the Meeting, as requested.
- Work with the database manager to update the official list of who receives the epistle in the database. Coordinates with the clerks to keep the epistle Gmail contact list up to date.
- Coordinates the distribution of the epistle, with help from additional volunteers as needed.
- Make sure the meeting web-page is up to date. If the committee has questions about what to post on the website or about other messages when speaking for the Meeting, they should consult as necessary, with the overseers or the clerks.

Approved 13 March, 2016

House and Grounds Committee

4-5 members serve for 2 years. Reports in April and October.

The committee seeks to be proactive and responsive to house and grounds needs.

- Care and maintenance of Meeting house, library building and grounds.
- Coordinates with the school to be sure that the lawns are mowed.
- MFS is responsible for pro-active school building maintenance, playground and playing fields, teacher houses and lawn mowing, including the cemetery.
- H&G is responsible for the pro-active maintenance of the meeting room, library, landscaping, privies, parking lot, and drainage systems. Makes long term recommendations for maintenance and improvements.
- H&G annually reviews all Meeting properties with joint participation of the Head of School. As part of this review, coordinates with the Head of School to assist in identifying that year's maintenance priorities and helping to identify workers qualified to do the necessary work. H&G puts together a calendar for annual maintenance tasks (e.g. culverts, drains, tree trimming) and long term maintenance tasks that need to be checked annually, but done on an as-needed basis (e.g. roof painting, building structure, plumbing, electrical, fences, and parking lots, among others.) This calendar would cover all Meeting properties including school-owned teacher housing which the school is responsible for maintaining, to aid the school in planning for and arranging maintenance.
- The school remains responsible for implementing work on school properties and paying for it. The H&G and School work together to coordinate the supervision of specific jobs, to ensure that the proper expertise is brought to bear on given projects. In practice, the H&G might volunteer to complete a small task on the spot during reviews of maintenance needs—or to find someone to do it. Note that the school also gets advice from the “Playing Field Advisory Committee” on the maintenance of the new field. The House and Grounds Committee and the School each have the authority to hire people to do the work needed.

There is some overlap in the roles of the H&G and School. The underlying principle is that the H&G committee will seek to assure that maintenance undertaken both by the committee and by the School occurs in a timely fashion and is done in such a way that the long-term interests of the Association are preserved. As H&G members may have a longer experience with the properties than school staff, if possible the H&G committee should also play a role in providing technical advice to the school when the school is implementing maintenance activities such as the H&G committee may deem appropriate, or at any time upon request by the school.

- The H&G Committee meets regularly throughout the year and on an as-needed basis.
- Because expenses vary greatly from year to year, a House and Grounds Reserve Fund will be formed to hold any unspent money budgeted from the Meeting general fund for House and Grounds expenses, to be allocated to defray future H&G maintenance projects.

Approved: 11 August, 2013

Library Committee

7-8 members serve for 2 years, provides an annual report to monthly meeting in June.

- The library committee is in charge of the Meeting's Community Library Program that serves the whole community in addition to the meeting and school.
- Meets weekly.
- Maintains the card catalogue, including printing cards, alphabetizing and filing.
- Catalogues books, weeds books, selects and processes book donations, retrieves books that are mailed, buys supplies, buys books and other resources for the library, writes policy concerning collection development, puts books in order, notifies users of overdue books
- Subscribes to magazines and periodicals
- Determines times for opening and closing of the library.
- Assures the library is cleaned.
- Orients users, such as school children and staff to library use.
- Coordinates volunteer help.
- Identifies the Quaker section in the library.
- Manages the Library finances, including budgeting, raising funds, and receiving and acknowledging financial donations.
- Informs the House and Grounds Committee when the building needs maintenance.
- Maintains the furnishings of the library building.

Approved May, 2013

Funeral Committee

The Meeting shall appoint four or more suitable people as a Funeral Committee. At least one of these should be a member of the Meeting and it is recommended that all be long- term community residents.

- In preparation for death:
 - With the graveyard committee, update as necessary a pamphlet explaining policies governing the graveyard: coffin availability, cost, and payment; gravestone requirements; the endowment fund; Meeting and family responsibilities. The pamphlet should state that by requesting interment in the Monteverde Meeting cemetery, the family and friends of any individual to be buried in the graveyard will be expected to abide by the policies outlined therein.
 - The funeral and graveyard committee will be sure that all members and other families requesting interment of a loved one receive a copy of the abovementioned pamphlet.

- Funeral committee should provide the pamphlet to all meeting members and ask members to fill out the questionnaire on their funeral preferences. Keep this information readily accessible. It is recommended that each committee member have access to the most recent preference sheets.
- Non-members wishing to use the graveyard should communicate their desire to the Meeting in writing. The funeral committee will then be sure this person has the pamphlet, agrees with the policies and that the person fills out the questionnaire on funeral preferences.
- Has at least three coffins available at all times for sale to families in case one is needed.
- When someone dies:
 - The committee extends the sympathy of the Meeting.
 - According to Costa Rican law, any death should be reported to the local doctor and police and burial should take place within twenty-four hours. The doctor will fill out a death certificate. Be sure the family knows that they are responsible for taking the document the doctor filled out to the registro civil and later pick it up. If the person who died is not a Costa Rican citizen, then the death should be reported to the pertinent embassy.
 - The funeral committee communicates with the graveyard committee to request that they prepare the grave following the Meeting's graveyard policy. Be sure that the family has paid the graveyard and coffin fee before burial and that a contract has been signed.
 - The committee prepares the body for burial as soon as possible after death. The committee has a document describing the technical details of this task.
 - The committee offers assistance in regard to funeral arrangements. Consult the personal preference form of the deceased and the family about their preferences regarding seating, locations, flowers, translation, music, prayers, pallbearers, open or closed casket, who opens and closes meeting, etc.
 - Be in attendance at funerals and see that good order is observed, consistent with the guidelines in the Discipline.
- The Funeral Committee, along with the Graveyard Committee, will make an annual report to Monthly Meeting in June.

Approved 10 November, 2013

Graveyard Committee

- The burying ground shall be placed under the charge of three or more people appointed for 4 years by the Meeting. At least one of these people should be a member of the Meeting or an active Meeting participant.
- The Graveyard and Funeral Committees cooperate, especially at the time of a death.
- This committee is in charge of digging graves when needed.
- This committee shall keep the plot map up-to-date. A copy of the grave plot map should be updated at the time of each burial and reservation and kept at the Meetinghouse, each of the graveyard committee members' homes, and in Dropbox.
- The graveyard committee will purchase and install gravestones, which are uniform, flat, and simple, and will include the person's name, birthdate, and date of passing. These will be installed after the grave has settled, approximately a year after burial.
- The Graveyard Committee will be responsible to ensure the maintenance of and oversee the use of the graveyard, including grass cutting, weed control, fence maintenance, storm drainage and cutting back the forest at the perimeter of the graveyard. When mowing, care should be taken not to damage the gravestones. In practice, MFS hires and supervises cemetery lawn care, and then bills the cost to the Meeting.
- With the funeral committee, update as necessary a document "Funerals and Burials under the Care of the Monteverde Friends Meeting", which explains policies approved by the meeting. The graveyard committee recommends policies to the Monthly Meeting for approval.
- The graveyard committee ensures that families follow the policies outlined in the above document. Persons paying for the right to be buried will sign an agreement to follow the policies outlined in Funeral and Burials under the Care of the Meeting when paying for the plot.
- Before burial, the graveyard committee and funeral committees ensure that a contract has been signed by the person wishing to be buried or by a close family member, or a friend responsible for the person to be buried, agreeing to these policies. Blank and copies of completed contracts are kept in the meetinghouse and on Dropbox.
- The Committee will be responsible to be aware of the laws governing cemetery properties in Costa Rica.
- The Graveyard Committee, along with the Funeral Committee, will make an annual report to Monthly Meeting in June.

Approved: 9 August, 2015

Nominating Committee

4 members serve for 2 year terms; reports to the Meeting in February

- Maintains current list of committee members, as approved by the Monthly Meeting.

- Posts the current list of committee members in the Meeting Room.
- Nominates new members, and attenders when appropriate, to committees each second month, for decision by the Monthly Meeting in third month. When considering nominations, the committee should take into account the individual gifts and preferences of each individual as well as addressing the needs of the committees and of the Meeting as a whole.
- The nominating committee should obtain input from each meeting committee about how that committee is functioning and their current needs.
- Using discretion, the committee may obtain input for and about potential nominees from the community including individuals who work with meeting committees. Ideas and advice given may or may not be followed, as the nominating committee discerns who is most appropriate to serve on a particular committee.
- Special care should be taken if an employee who is hired and supervised by a meeting committee is consulted about potential nominees for that committee.
- Gives an overview of committee responsibilities to prospective committee members with a copy of the committee job description.
- See the Nominating Committee binder for more guidelines regarding nominations.
- Nominates members to fill unforeseen openings, when requested by the clerk or committees. (See the Nominating Committee binder for more guidelines regarding nominations.)
- After nominees have been approved:
 - Notifies nominees of their approval.
 - Puts the new committee members in contact with committee coordinators, who can further orient them to the committee's responsibilities.

Approved 8 March, 2015

Cresson Fund Committee

A fund under the supervision of the Monteverde Monthly Meeting of Friends, administered by the Cresson Fund Committee.

Purpose:

1. To provide funds for families in Monteverde, Costa Rica and the surrounding communities whose children need "special services" and whose financial situation makes it difficult for them to pay the full cost of these services. Special services could include psychological counseling or evaluation, evaluation for learning disabilities, family counseling, diagnosis of hearing, eyesight, or neurological problems, or other conditions of this type.
2. To support professional development opportunities for teachers and other staff of Monteverde area schools. Examples of grants for professional development include:

Supporting the director of MFS to attend a conference on Leadership at Friends Schools, sessions of Spanish and English classes for all interested staff members, and attendance at professional development workshops sponsored by ACEP (Asociación Centros Educativos Privados) for administrators and teachers.

Members of the Cresson Fund Committee: One person appointed to a 4 year term by the nominating committee of the Monteverde Monthly Meeting, one person appointed by the director of Monteverde Friends School, one person appointed by the director of the Creative Learning Center.

Established: Rebecca Cresson, a long-time member of the Meeting, willed \$5000 to the Meeting to use as it wished. In 1998, the Meeting designated \$2500 of these funds to establish the Cresson Fund with the above-mentioned purpose. (The remainder of the bequest was designated for the Library addition.)

Source of Funds: The fund originally had \$1250 for special services and another \$1250 for professional development. Os Cresson, Rebecca and Osborne Cresson's son, has continued to donate to the fund every year. Contributions by others are welcome. As donations are made to the fund, half the money is put into the professional development fund and half is put into the special services fund.

Projects: Grants are made for: (1) "special services" for children of families of limited resources in the Monteverde area and (2) for professional development for teachers in schools in Monteverde, Costa Rica and the surrounding communities.

Application process for special services: Applicants for special services should submit a written application to the Cresson Fund Committee that includes:

- the name of the individual or family needing the service and an explanation of the need
- the total amount needed
- the amount of money requested
- other actual sources of funds, if any
- other possible sources of funds
- a time frame, if the need is ongoing, such as appointments with a psychologist for counseling
- the desired outcome (e.g. recommendations for the student's teacher; diagnosis of a problem; increased ability to function in school or other social environment, etc.)
- evidence of financial need, such as a letter from their school indicating that they are on scholarship, or a signed statement of their monthly income. The family should also submit a letter of reference from the child's school confirming the need for the service. If the child is not in school, a letter of reference from someone else acquainted with the family can be substituted.

All steps of this process will be done in such a way as to protect the privacy of the applicant. The committee is willing to accept repeat applications from individuals or families.

Applications for professional development will be made by the director of the school to the Cresson Fund Committee. The application letter will include:

- the name of the person(s) who are receiving the training
- the professional development activity which the Fund will be helping to support
- the total amount needed
- the amount of money requested
- other actual sources of funds
- other possible sources of funds
- the hoped-for benefit of the activity for the staff member(s), school, and the community.

In the event that requests for use of the Fund deemed worthy of approval exceed the capacity of the Fund, awards will be made taking into account the ability of the applying school to fund the activity from other sources. Schools may be asked to fund a percentage of the cost from sources other than the Cresson Fund.

The criteria used by the Committee for evaluating applications to both funds will be:

- preference to applications received from the Monteverde Friends School and Creative Learning Center communities
- residence in Monteverde or the surrounding area (preference to people who have lived in the area for at least one year)
- urgency of the service needed
- other sources of funds, if any.
- the amount of funds available
- in the case of applications for professional development, the potential benefit to the school and community.

Contact: Cresson Fund Committee of Monteverde Monthly Meeting

Payment of special services funds: Bills will be submitted indirectly through the child's school, or directly to the Cresson Fund Committee, to be paid by check or direct deposit by the Meeting Financial Administrator. If this cannot be arranged, the Committee will coordinate with the family for a method which ensures payment to the professional involved and that does not require the child to handle money.

Payment for professional development funds: Bills should be delivered to the Meeting Financial Administrator and paid to the appropriate school.

The committee will report annually in September to the Monthly Meeting for Business on fund activity. The report will include the number of applicants for each fund, the number of grants approved for each fund, the amount granted for each, and the professional development activities sponsored. Confidentiality will be maintained for the recipients of special services grants. In

addition, the committee will inform the Meeting about grants for professional development as they are made. Copies of these reports will be provided to donors.

In order to ensure continuity and institutional memory, the committee is also requested to keep minutes and a record of operating procedures on file with the Meeting records, in the director's files at the Monteverde Friends School and the Creative Learning Center.

These guidelines for the Cresson Fund are made by the Monteverde Monthly Meeting. . Changes may be suggested to the clerk of the Meeting for consideration at Meeting for Business.

Approved 3 December, 2008

Peace and Social Concerns Committee

Reports to the Monthly Meeting in May.

Mission: The mission of the Peace and Social Concerns Committee is to provide education, advocacy, and direct services related to peace and social concerns, both at the local and global levels.

Membership: The committee solicits members from among the Meeting members and community. The number of members and terms of service will vary depending upon interest and availability.

Approved 4 August, 2018

CLEARNESS COMMITTEES

The clearness committee was originally used by friends in cases of requests for membership or for marriage under the care of the meeting. It was actually a Clearance committee. That is, its purpose was mainly to insure that there were no obstacles or impediments to the request. In recent decades the clearness committee may have a dual role of clearance and discernment. At other times it may be used for only one of these two purposes.

A clearness committee may be requested for aid in discernment of a leading, in discerning a ministry, or in discernment of personal questions. When a clearness committee is used in this way it is important that the people serving on the committee be sensitive to the privacy of the person searching for discernment (sometimes called the "focus person"). They should be capable of refraining from giving advice, instead ask questions which are (in the words of Parker Palmer)

“authentic, challenging, open, loving questions so that the focus person can discover his or her own loving agenda without being burdened by the agendas of committee members... It is crucial that the questions be asked not to satisfy the questioner's curiosity, but to help the focus person clarify his or her inner truth. Caring, rather than paternalism or curiosity, is the rule for questioners.”

As the committee is engaged in a search for the Truth, it is important that the group have the integrity not to feed back what they think the person wants to hear, from a misguided idea of being supportive. Support is given to the Truth of the focus person's leading by God and not to what could be a passing attachment or mistaken judgment. The meeting of the clearness committee with the focus person is conducted in a reverent spirit of prayerful listening. The committee is listening

for the will of God. Douglas Steere says, “to ‘listen’ another’s soul into a condition of disclosure and discovery may be almost the greatest service that any human being ever performs for another.”

For a deeper consideration of the use of clearness committee for discernment, see the Pendle Hill Pamphlet #305 “Spiritual Discernment” by Patricia Loring. (November 1992)

Approved 4/5/2000

Section 6

Funerals and Memorial Services under the care of the Monteverde Meeting

Preparing for the Necessary End

Of all the wonders that I yet have heard,
It seems to me most strange the men should fear;
Seeing that death, a necessary end,
Will come when it will come.

from *Julius Caesar* by William Shakespeare

Death will come when it will come. We never know when it will be. Preparing for this natural end will help your family and others who are affected by your death. This information is to aid you and your family in this process, if you would like to have your funeral and/or your burial under the care of the Monteverde Friends Meeting.

Planning for your funeral

Please answer the questions in the attached Questionnaire on Funeral and Memorial Service Preferences, and return it to the funeral committee. Please keep a copy in your own files as well.

Coffins

The family of the deceased is responsible for providing a coffin. The coffin needs to be ready immediately after death occurs. Commercially sold coffins can be very expensive and are not available in Monteverde. The funeral committee tries to keep several simple coffins on hand for sale at more affordable prices in case of emergencies. Some of the less expensive coffins on hand are made of cardboard. The coffin must be paid for before the body is placed in it. When death is anticipated, we encourage the family to obtain a coffin ahead of time. If you are interested in having one made, the funeral committee can recommend woodworkers in the area who have done this.

If the death has occurred in a hospital or the body has been taken to a morgue, it will be necessary to provide a coffin at that location to reclaim the body for burial.

Upon death

Please inform the funeral committee immediately. The funeral committee prepares the body for burial as soon as possible after death. The committee also offers assistance in arranging the funeral according to the desires of the deceased and their family.

Legal procedures

According to Costa Rican law, any death should be reported to the local doctor and local police. Burial must take place within twenty-four hours, unless circumstances do not allow for this. The doctor will fill out a death certificate. The family is responsible for taking the document that the doctor filled out to the Registro Civil and later pick up the legal death certificate. If the person who died is not a Costa Rican citizen, the next of kin must report the death to the pertinent embassy.

If the deceased is to be buried in the Monteverde Friends Meeting graveyard, the Funeral Committee communicates with the Graveyard Committee to request that they prepare the grave following the policies described below.

The Funeral

Funerals under the care of the meeting are a special meeting for worship to celebrate the life of the deceased. The meeting is held in silence in the manner of Friends. Preferences about the details of the funeral, such as location, flowers, etc. should be provided to the Funeral Committee by responding to the attached questionnaire.

Burial in the Graveyard

Our graveyard is a memorial to the past, a burial garden for those we have loved and have departed from us. We hope that our graveyard renders a strong and pleasing impression on our senses and those passing our way, and that it connects us to those that lived here before us.

The graveyard of the Monteverde Monthly Meeting of Friends is open to those in the community who request burial in the tradition of this Friends Meeting, and whose families are willing to honor the policies established by the Meeting, explained below.

Reserving space

People who would like to be buried in the Monteverde Friends graveyard should deliver a written request to the Graveyard Committee and full payment of the burial fee to the meeting bookkeeper in order to guarantee a burial plot. Reserved spaces are granted on a first come first serve basis. Families wishing to be buried next to family members already buried in the cemetery are urged to reserve their plots in coordination with the graveyard committee. In this case, payment must be made at the time of reservation.

Burial Fees

The burial fee must be paid before burial. The fee for a burial plot is \$500. Pricing is subject to change. The payment includes the gravestone and its installation by the graveyard committee. The remainder of the payment will be put into a Graveyard Endowment Fund, the interest of which is used to maintain the cemetery. "Originals" who arrived in 1951 are required to pay for the gravestone and installation, but not the plot. The fee does not include a coffin. Please refer to the paragraph on coffins earlier in this document. It is also possible to have a burial without a coffin. If you would like to be buried without a coffin, please contact the funeral committee. The burial fee is refundable if the person's plans change. Burial plots may not be transferred.

Headstones

We desire a cemetery that is visually “green”. The graveyard committee will purchase and install the gravestones, which are uniform, flat, and simple and will include the person’s name, birth date and date of passing. Monuments, mausoleums or other above ground structures will not be permitted.

Maintenance and cleaning will be overseen by the graveyard committee, including grass cutting, weed control, fence maintenance and storm drainage. Flowers and small plants are permitted on the gravesite; families are responsible for maintaining any plantings. Trees and any plants that extend beyond the grave plot are not allowed and will be removed by the graveyard committee.

Ashes

There are many options for depositing ashes in the graveyard:

- A small plot (90 cm x 1 m) may be reserved for burial of ashes with a headstone. The price for this is \$175. Pricing is subject to change.
- Ashes may be scattered over the grave of a family member or a grave plot that has already been paid for and reserved for family members.
- A family may reserve a grave plot in which all of their family’s ashes may be deposited for \$500. In this case, the graveyard committee will pay for one gravestone and the family will be responsible for additional gravestones. The maximum number of gravestones per plot is six. Several family members may be recorded on each gravestone.
- Ashes may be buried in a grave plot in which a family member is already buried. In this case the family will have the option of having a gravestone for that person’s ashes or not. The family would not need to pay for the space, but would need to pay for the gravestone.
- Ashes may not be scattered on grave plots that have not been reserved for that person or family.

Contract

Before burial, a contract must be signed by the person wishing to be buried or by a close family member, agreeing to these policies.

Questions?

If you have any questions, please contact the Funeral or Graveyard Committees of the Monteverde Friends Meeting.

Updated June 2014.

Section 7

Peace and the Principle of Love

We have gathered here from many parts of the world, and many walks of life; with a common desire of establishing a community based on a higher standard than that of force or materialistic gain. We believe that if we will put Christ's teachings into everyday practice, then and only then, a society can be built from which peace will evolve as naturally and as surely as war does from our present social order. Although we may not always live up to the highest fulfillment of this, let us continually be conscious of this goal, keeping before ourselves the vision and faith of "a new humanity which does not recognize frontiers and always stands for the all-embracing world community."

We believe that the spirit of Divine Love, as seen in the life and teachings of Jesus, compels us to be peacemakers. We realize that we must have peace within ourselves before we can proclaim it to the world. "That of God" within, speaking to our own condition, is the real source of peace.

"All men (people) desire peace, but do not know how to attain it. They are bewildered and frightened, and in their confusion a double standard of morality develops in which, on the one hand men are trained to kill and on the other they are taught that murder is evil. Vast sums of money are going into instruments of death instead of life, while millions of people are near starvation or suffer from preventable disease. All this is in the name of peace, freedom, and security."

"Our Christian faith says that war is wrong and that double standards are wrong. Only the love of God is strong enough to overcome fear, suspicion and hatred. Friends should be able to bring to situations of political tension a spirit of self-sacrificing love. The Spirit of Christ is not changeable and our historic testimony is as true today as it ever was."

The roots of war can be taken from all our lives as they were from those of Francis of Assisi, John Woolman, and others. Day by day let us seek out and remove every seed of hatred and of greed, of resentment and grudging, in ourselves and, so far as we can, in the social structure about us. Instead of self-seeking, we must practice self-giving; instead of domination, cooperation. Fear and suspicion must give place to trust and the spirit of understanding. Thus shall we more and more live in true harmony with others and our lives be filled with the joy which true fellowship never fails to bring. This is the way in which Christ calls us to overcome the barriers of race and class and thus make all humanity a society of friends.

"To turn all the treasures we possess into the channel of Universal Love becomes the business of our lives."

--John Woolman

Section 8: Appendices

Monteverde Monthly Meeting: Schedule of Reports

January

- State of the Meeting

February

- School Committee Report
- Nominating Committee Report
- Financial Review Committee Report
- Meeting Treasurer's Report and Budget

March

- Legal Affairs Committee Report
- Unified Financial Report
- Nominating Committee Report for approval

April

- Asamblea General
- Report to Ministerio de Justicia y Paz
- Correspondence Committee Report
- House and Grounds Committee Report

May

- Peace and Social Concerns Committee Report
- Appoint Committee to Write Epistle

June

- Library Committee Report
- Epistle Committee Report for approval

July

- Religious Education Committee Report
- Funeral and Graveyard Committee Report

August

- School Committee Report

September

- Newsletter Report
- Cresson Fund Report

October

- House and Grounds Report

November

- Care and Counsel Committee Report
- Appoint Auditor for Recorder

December

- Report of Auditor for Recorder
- Recorder Report (Membership)

Committees beginning from 1 April, 2021

Clerk: Carol Evans (2022)

Recording Clerk: Lesley Laing (2022)

Recorder (Membership books): Benito Guindon (2022)

Treasurer: Dev Joslin (2023)

Correspondence Committee: Mike West (2022), Judy Witt (2022), Kenna Manos (2023), Nicolette Smith (2023), Lucky Guindon (2023)

Funeral Committee: Katy VanDusen (2023), Yvonn Rockwell (2023), Karen Gorden (2023), Kathy Rockwell (2025), Jean Stuckey (2025)

Graveyard Committee: Jim Standley (2023), Esteban Vargas (2023), William Vargas (2024), Paco Figuerola (2024)

House and Grounds: Joe Stuckey (convenor, 2023), Elias Newswanger (2022), Ulisses Salazar (2022), Sue Gabrielson (2022), Harriet Joslin (2022), Samir Araya (2022), Bruce Pack (2023), Karen Alvarado (2023), Alberto Guindon (volunteer)

Legal Affairs Committee: Wendy Rockwell (president, 2022), Carol Evans (actuarial, 2022), Benito Guindon (secretary, 2022), Bob Law (vocal 1, 2022), Richard Laval (VP, 2023), Dev Joslin (treasurer, 2023), Susie Newswanger (vocal 2, 2023), Sarah Stuckey (fiscal, 2023)

Library Committee: Jean Stuckey (2022), Sarah Stuckey (2022), Susie Newswanger (2022), Richard Laval (2022), Nancy Stevick (2022), Sarah Dowell (2023), Murtha Derr (2023), David King (2023), Jorge Torres (2023), Sofia Arce (2023), Samir Araya (2023), Celeste Volivar-Fry (2023)

Nominating committee: Wendy Rockwell (2022), Melody Guindon (2022), Katy VanDusen (2023), Richard Trostle (2023)

Care and Counsel: Helena Guindon (2022), Nicolette Smith (2022), Harriet Joslin (2023), Judy Witt (2023)

School Committee: Tim Curtis (secretary, 2023), Dinia Santamaria (2022), Rafa Vargas (2022), Meredith Reynolds (2022), Allan Vargas (2023), Naomi Solano (2023), Sarah Stuckey (Clerk, 2023)

Cresson Fund Committee representative: Wendy Rockwell (2023)

FWCC representative: Barry and Lesley Laing (2025)

Religious Education: Helena Guindon (2022), Ed Dorrington (2022), Meredith Reynolds (2022), Ran Smith (2023), Lesley Laing (2023), Tim Lietzke (support person)

Peace and Social Concerns: Jennie Mollica (clerk), Janelle Wilkins, Harriet Joslin, Carol Evans, Barry Laing, Lesley Laing, Katy VanDusen, Tim Lietzke

Guide to Greeting after Meeting

Thank you for sharing the task of greeting people after meeting. You are setting a tone, holding the space, making sure everyone feels welcome and included.

Feel free to paraphrase what is written below.

Be sure to smile and project so that all can hear.

The elder Meeting member, when present, will close meeting with a handshake. If not, another elder will initiate the handshake. After a moment of handshakes and hugs:

Stand up, be close to the center of meeting where you have a good view of everyone and everyone has a good view of you, look around with a smile and project your voice with a big bilingual

“Welcome! Bienvenidos!”

Make sure everyone understands:

“In the interest of brevity, translation will be simultaneous rather than consecutive. If you do not speak Spanish, please find someone near you who can translate quietly by your side. If you don’t know anyone, raise your hand and someone will come to you.”

“Para no tomar demasiado tiempo, la traducción de aquí en adelante será simultánea en vez de consecutiva. Si no habla inglés, favor de buscar alguien cercano quien pueda traducir calladamente a su par. Si no encuentre alguien para hacerlo, favor de levantar su mano y un traductor llegará a usted.”

Look out for attenders who are hard of hearing to be sure they have someone next to them to repeat/write messages so they can follow along.

“When speaking, please project, so everyone can hear.”

Children’s Meeting:

“Could we please hear what happened in our Children’s Meetings today?”

Introductions:

“My name is _____ and I am the greeter this morning. We would love to have our visitors stand and say their name and where they are from. We also have a guest book over on the table in this corner. **(Please walk over to the corner bookshelf and point out the guest book and donation box.)** We invite visitors to sign it to have a record of your visit and to stay in touch, if you wish. We also have a donation box and we welcome donations to support our meeting.”

There is also information on the table by the office for donations to the Monteverde Friends School.

Sometimes Quakers from other meetings have a travelling minute to share. If they hand it to you, you can read it aloud. Write a short note on the back for them to take back to their meeting.

Announcements:

“Does anyone have any announcements?”

People appreciate not having introductions and announcements go on for too long, so it is good to model short, to-the-point announcements. If someone goes on for too long, try to summarize in a sentence what the announcement is so that the announcer feels heard and suggest that people talk with the announcer after the rise of meeting.

If it is the last Sunday of the month announce:

“Potluck is next Sunday and everyone is welcome. Our tradition is for each family to bring two dishes so there will be plenty of food to go around—and please remember to bring dishes and utensils.”

If it is the first Sunday of the month announce potluck traditions:

“Today is community dinner. After we have had a chance to set out the food, we will ring a bell to signal a moment of silence and a second bell to begin going through the line. People who need help being served and friends over 80 are invited to go to the front of the line. Since people at the front of the line get first choice on main course, we ask that the first 80% or so of the line refrain from taking dessert until everyone has been through the line so that the people at the end of the line get first choice on dessert. Please remind children and others who may not be hearing this announcement to wait until after those last in line to take dessert. The exception to this rule is that those over 80 get to take dessert right away. When you are serving your plate please be mindful of the people behind you so there will be enough for everyone. While we ask people to bring their own dishes, we do have some if you don't have them. Those of you who brought them, please take them home to be washed so that we don't stress out the septic system. If you borrowed dishes please wash and dry them. A third bell is a reminder to get your serving dishes. Could we have 5 or 6 volunteers to help clean up afterwards?... Thank you!”

Birthdays:

Singing happy birthday to people who are celebrating is completely optional. Follow the Spirit. Ask if they want English, Spanish or sandwich and if they want cha-cha-cha

At the conclusion of announcements,

“Have a wonderful afternoon!”

Children in Meeting for Worship

- Monteverde Meeting welcomes children to our worship, including babies. We believe that they too have a need and desire for spiritual nurture. Our goal is for children to learn to worship with us, and we recognize that sitting quietly requires practice.
- Parents may choose to have their children accompany them to Meeting for Worship or have them attend our special Children's Meeting. Children's Meeting welcomes children from age four and above. Children under four may attend Children's Meeting if accompanied by an adult (see "What is Children's Meeting?").
- It is our experience that, with patience and clear expectations, children can learn to be still during Meeting. We support parents in their efforts to train children, over time, to sit quietly in Meeting. We recognize that children may have difficulty being still in Meeting for Worship. While noise is not to be encouraged, we are accepting of the normal sounds very young children make while learning to be quiet. If they persist in making loud, unhappy sounds, you may decide, at your discretion, to take them out. Many sounds can be painlessly absorbed by a gathered meeting, while a child's more jarring activities, such as banging a bench, are more difficult. We realize that children may sometimes make noise as a strategy to be taken out of Meeting, and we want parents to know that we will support them in their efforts to teach children to sit quietly, even if at times it means that the Meeting will have to absorb some more noise. As children grow older, we expect them to be more settled during worship.
- Many parents tend to be either overly cautious or overly indulgent of their children's behavior. It is best to strike a balance. It is best to keep your child with you on the bench, rather than let the child wander. If your small child needs a toy to play with, please make it a noiseless one.
- We ask that children (and adults) not play or socialize on the Meeting grounds during Meeting for Worship. We expect children to attend Children's Meeting or Meeting for Worship, and that if parents do take a child out of meeting that you pursue a quiet activity like walking in the woods. In particular, please do not let your children play on the playground during Meeting, because this distracts people both in our adult Meeting for Worship and in Children's Meeting.
- We encourage parents to keep their children in Meeting until the rise of Meeting.

Approved 8 August 2010

What is Children's Meeting?

Children's Meeting is a worshipful experience for our younger attenders during the first part of Sunday Meeting for Worship. Its intention is to help children recognize and explore the spiritual nature of life at their level, under the guidance of an understanding adult. Although we are happy to have children join this group, please be aware that its primary function is not child care, and that if your child is having difficulty participating positively in the Children's Meeting, the Children's Meeting leader may seek parental assistance or support.

- Children's Meeting is held every Sunday, starting at 10:30. A sign outside the Meeting Room advises attenders of the location of Children's Meeting. At about 11:15 a.m., children join the larger group for the last part of Meeting for Worship. We then expect children to stay quietly and participate in Meeting, at least through the end of afterthoughts.
- Both format and content will vary in Children's Meeting. It often begins with a prayer and some silence, and a chance to share "joys" "blessings" "sadnesses" and "wonderings" that have occurred during the week. The remainder of the meeting may be devoted to: exploring Quaker history or testimonies; the stories and teachings of Christianity or other religions; discussing one of the "wonderings" or other "burning" questions about social, moral or cosmic issues; exploring our own beliefs and lifestyles; building a sense of community; finding the divine in nature.
- Children's Meeting is geared to children from ages four to twelve, and attempts to meet the needs of all those who attend. We encourage children ages thirteen and over to attend Meeting for Worship, as well as any younger children who would like.
- Children's Meeting is most beneficial when children attend regularly. When necessary and possible, there may be more than one age group.
- Parents of children under four are encouraged to bring them to the general Meeting for Worship (see "Children in Meeting for Worship"), or may accompany them in Children's Meeting. Parents may also choose to spend quiet time with their children on the meeting grounds when they so desire.
- Children's Meeting is a shared responsibility. Parents and other adults are encouraged to volunteer to lead or assist in conducting Children's Meetings.

Approved 8 August, 2010

Helping Children (or yourself) Center in Meeting

Here are some suggestions which may help you and your children benefit from Meeting for Worship together. Most will work for some people and not others. Please feel free to share your ideas and experiences.

- Speak with your child before coming to Meeting. Share your expectations and your own strategies for centering.
- Make sure your children's physical needs are attended to before entering Meeting (have them use the bathroom, get a drink, etc.).
- Maintain physical contact with your child -- if you need to communicate, try to do so through touch.
- Gather images of God.
- Listen to sounds.
- Imagine a favorite place.
- In your mind, listen to words or music that repeat.

- Feel your breath and give it a gentle rhythm.
- Focus on the face of each person, and think of what you like about him or her, or imagine what that person is feeling.
- Bring a special object with you, such as a flower, a doll, or another quiet object.
- The child may sit with a Friend other than his or her parents.
- If your child talks, try to acknowledge them, without inviting them to continue.
- If you need to take your child out of the meeting room, continue worshipful activities with him or her outside.
- Many Meeting members have Quakerism resources for children. Just ask around.

Approved 8 August, 2010

Guidelines regarding appropriate behavior for Meeting for Worship

We welcome all who wish to worship with us. In Quaker worship, we try to experience God's presence and guidance among us, through finding our spiritual center and listening deeply. As a first step towards helping ourselves and others to center, we try to minimize outward distractions. To this end we ask you to:

- When it is time for Meeting for Worship, please enter punctually without socializing outside or on the porch or walkway. Even quiet sounds from the porch area and entrance space carry quite clearly into the Meeting Room. Please help your children to get to Children's Meeting, or bring them in to worship with you. Outdoor play is distracting to both Children's Meeting and adult worship.
- Please make sure your cell phone and watch alarm are silent during Meeting for Worship.
- Please leave your dogs at home, and discourage any dogs from following you. If dogs do follow you to Meeting, it is your responsibility to tie them up in the green area near the parking lot.
- If you have a message to share, please stand (if able) and speak loudly enough for everyone to hear. Keep in mind that it may be a windy day or pouring rain, and that several of our members are hard of hearing.
- Please wait, if someone is speaking, until the conclusion of a spoken message before entering Meeting for Worship. It is our tradition to consecutively translate messages given in English and Spanish. It is quite appropriate to enter meeting between a message and its translation, but please do not enter or exit during the message itself or during the translation.
- If you are new to unprogrammed Quaker worship, we invite you to read "Welcome to Our Friends Meeting".
- If you are wondering about our attitude toward children's behavior in Meeting, please read "Children in Meeting for Worship."

We worship in silence because we find it helpful in perceiving the Divine Presence in our midst. However, it is we who must try to be still. The outside world rarely is. When distractions occur, inward or outward, it can be helpful to simply acknowledge their presence, then put them aside and focus on our inward center.

If you would like to learn more, please ask the clerk or another member of this Meeting, or explore the Quaker literature on the bookshelf in the Meeting Room.

Approved 8 August, 2010

Decisions relating to the school made by the Meeting:

The Meeting approves changes to the vision, mission, and philosophy statements. Approving minor changes should be straightforward, and major changes should have Meeting approval anyhow. (8 May 2011)

Meeting determines investment policy. School Committee manages the Endowment Fund. Recommendations for fund investments are brought to Monthly Meeting by the School Committee for approval. (2 May 2007)

Meeting approves nominations to the school committee. Students put forth the name of a student to be considered by the nominating committee. Nominating committee presents all nominations to the Meeting for approval.

The Meeting determines the composition of school committee (#, student, staff, % Quaker, etc)

The Meeting is responsible for developing and maintaining a master plan for Meeting properties including school facilities or providing clear parameters for specific development projects in the absence of a relevant master plan. It also approves substantial changes in buildings and grounds, including specific project designs. (April 2012)

The Meeting determines the maximum school enrollment. (April 2012)

The School Committee and the Legal Affairs Committee transparently comply with the Meeting's legal obligations. Legal Affairs Committee ensures that the school is fulfilling its legal obligations. (Dec 2009)

The Meeting makes decisions on issues that the School Committee chooses to bring to it when the School Committee is not able to reach unity.

The Meeting treasurer creates one budget based on all the Association's Committees' budgets, including the budget approved by the School Committee, and presents it to the Legal Affairs Committee for review and assurance that the Association's legal obligations are being met. After the Meeting has approved the budget it should be legalized by an Association vote. (Created by the Legal Affairs Committee in 2011 to satisfy the requirements for Utilidad Pública.)

The Meeting must approve decisions about borrowing money. (Nov 2011)

Decisions concerning liability and building insurance require final approval by the Meeting. (Nov 2011)

The Meeting approves the Cresson Fund Guidelines and names a representative to the Cresson Fund Committee. The committee reports to the Meeting in September. (Dec 2008)

Approved April 2012

EXAMPLES OF MARRIAGE CERTIFICATES

LAWRENCE AND ELIZABETH

Whereas Lawrence Dale Osborn of Dexter, in the County of Dallas, in the State of Iowa, son of Robert B. and Elsie M. Osborn, and Elizabeth Joyce Starbuck of Salem, in the Country of Columbiana, in the State of Ohio, daughter of Jesse R. and Clara E. Starbuck, having made known their intentions of marriage with each other in the monthly meeting of the Religious Society of Friends held at Fairhope, and having the consent of their parents their proposals were allowed by the Meeting.

These are to certify that for the accomplishment of their intention, this twenty-second day of eighth month in the year of our Lord nineteen hundred fifty-one, they appeared in a public meeting of Friends held at Monteverde, Costa Rica, and publicly declared that in the presence of the Lord they took each other for husband and wife, promising, with Divine assistance, to be loving and faithful companions until death should separate them.

And, as a further confirmation thereof, they did then and there to these presents subscribe their names, she, according to the custom of marriage adopting the name of her husband.

Lawrence Dale Osborn

Elizabeth Joyce Osborn

And we whose names are hereunto affixed being present at solemnization have as witness thereto subscribed our names.

Eston L Rockwell	Jeanette Rockwell	Sonia González
Mary E Rockwell	Vance Albert Rockwell	José María González
Roy E. Butgereit	Howard F. Rockwell	Lidia González
Kathryn C. Rockwell	Leonard C. Rockwell	Hubert E. Mendenhall
Jesse R. Starbuck	Marvin E. Rockwell	Mildred E. Mendenhall
Clara E. Starbuck	Dorothy I. Rockwell	Carol F. Mendenhall
Cecil F. Rockwell	John R. Rockwell	Ruth E. Mendenhall
Elva E. Rockwell	Wayne H. Oelirich	Philip E Mendenhall
Elwood Mendenhall	Marjorie L. Oelerich	David E. Rockwell
Ruth A. Mendenhall	Celia (Rockwell)	Frankie Laraway
Arthur R. Rockwell	John H. Campbell	Paul (Rockwell)
Clara D. Rockwell	Georgie (Campbell)	Floyd (Rockwell)
Doris Campbell	Ruthie (Campbell)	Mary Mendenhall
Burt Howard	Janice Harkey	Howard F. Rockwell, Sr.

Juan Leitón Villalobos of San Luis de Monteverde, Costa Rica, son of Rafael Leitón Méndez and María Cristina Villalobos Herrera, and Carolyn Evans of Madison County of Dane, Wisconsin United States, daughter of John Howard Evans and Anitra Joan Larson Evans, having made known their intentions of marriage with each other to the Monteverde Monthly Meeting of the Religious Society of Friends their proposals were allowed by the meeting.

These are to certify that for the full accomplishment of their intentions this seventh day of the Fourth Month in the year of our Lord, Nineteen hundred and eighty-nine, they, Carolyn Evans and Juan Leitón Villalobos, appeared in a public meeting for worship held at Monteverde, Costa Rica.

Juan, taking Carolyn by the hand, did on this joyous occasion declare in the presence of God and their friends, he took Carolyn to be his wife, promising with Divine assistance, to be unto her a loving and faithful husband as long as they both shall live. Then in the same assembly, Carolyn did in like manner declare in the presence of God and their friends that she took him, Juan, to be her husband, promising, with Divine assistance, to be a loving and faithful wife as long as they both shall live.

And as further confirmation thereof, they did then and there in the presence of these friends subscribe their names.

Juan Leitón Villalobos

Carolyn Evans

And we, whose names are hereunto affixed being present at the solemnization have as witnesses thereto, subscribed our names:

(Offered with slight modifications)

Frances Olive Stewart, daughter of Olice Cullinne Stewart and Maxcy Odel Stewart, and Wendy A Wadsworth, daughter of Janice Biehle Schwanekamp & Daniel Congreve Wadsworth.

Having declared their intentions of commitment to each other before Richmond Virginia Friends Monthly Meeting of the religious Society of Friends.

This is to certify for the accomplishment of their intentions on this the fourth day of the seventh month of nineteen hundred and ninety-two, they Wendy and Frances, appeared in a special meeting for worship held at Richmond Friends Meeting House.

Then, Joining hands, Frances did on this solemn occasion, declare that she took Wendy to be her loving partner promising with Divine assistance to continue sharing the richness of parenting, and to continue to be a source of strength, comfort, happiness, understanding, joy and love as long as they both shall live. And then in the same assembly, Wendy did in a like manner declare with great love and respect to continue sharing the richness of parenting to be a loving partner, a source of comfort, understanding and joy as long as they both shall live.

Then Frances and Wendy having made these vows to each other in the presence of God, their children Max and Mari, their friends, and their families exchanged rings and as further confirmation thereof set their hands to this certificate.

Frances Stewart

Wendy Wadsworth

We, having been present have as witnesses, set our hands the day and year above written: