



Central England Quakers

Duty Elders and Pastoral Friends at Area Meeting

An Area Meeting, like any other Quaker business meeting, is also a Meeting for Worship.

The CEQ clerking team has need of two duty elders and two duty pastoral friends, at least one of each should come from the host meeting, who will:

- Be appointed in advance so that they have opportunity to arrive with heart and mind prepared and so that the clerks are assured that they are in place;
- Have care before the meeting that attenders and those new to Area Meeting are made welcome, answering any questions they may have on procedure and that clerks are aware of their attendance;
- Enable the clerks to prepare spiritually for the meeting ahead by ensuring if possible that there is somewhere for them to sit quietly together without interruption and focus on the business before them;
- Ensure that Friends come into the meeting in good time, settling in silence as we gather together;
- To accompany members/attenders when they are asked to absent the meeting while a decision is made;
- Uphold the proceedings of the meeting as at any Meeting for Worship, including sitting within good view of the table and being prepared to minister themselves to assist the meeting, either by standing, or by standing and speaking if so moved;
- To assist the clerks with the smooth running of the meeting, providing help when needed such as the distribution of paperwork to members during the meeting;
 - Supporting Friends who appear ill or upset, locating a first aider if necessary;
- Take care that the clerking team are not unhelpfully waylaid at the table during the shuffle break, so that they can focus on the business which is to follow;
- As Duty Elders and Pastoral Friends please don't take on any other responsibility at the Area Meeting.