HANDBOOK
For
YOUNG FRIENDS' LEADERS

A
Guide for Organizing
Young Friends' Activities

Prepared by those attending the Leadership Training Conference held at Quaker Haven in Indiana July 28 to August 3, 1940 under the direction of the Youth and Student Work Department of the Board on Christian Education of the Five Years Meeting of Friends in America.
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The need for a guide that can be used by leaders of young Friends has existed for a long time. The Youth and Student Work Department of the Board on Christian Education of the Five Years Meeting is pleased to present this volume to the leaders of our Friends' young people. The material contained in these pages is the work of sixty young Friends and leaders representing eight yearly meetings who spent six days in conference at Quaker Haven in Indiana.

The yearly meetings represented were Baltimore, Indiana, Iowa, New England, New York, North Carolina, Western and Wilmington. Therefore, a broad sharing of experiences was possible for those working on the content of this handbook. We hope that the book will serve the purpose for which it came into existence. If your task as a leader of young people is made more significant, the purpose will be realized.

Why This Handbook?

This handbook is to serve as a guide for leaders and directors of Young Friends' work in local meetings, quarterly meetings, and yearly meetings. It is especially arranged for Friends, taking into consideration the organizing of monthly, quarterly, and yearly meetings. Young Friends have been carrying forward a program of activities in the various yearly meetings, each one quite independent of the other. This is recognized as valuable, but it is considered wise to share experiences with one another. The handbook is such a sharing. The findings of the Quaker Haven Conference are brought together here as suggestions for organizing and program building. This material is to be accepted as suggestive only, but unity and efficiency will result from a more complete understanding of the general procedure followed by Friends.

Who Shall Use It?

There is a constant change of leadership in young people's work as leaders graduate to other responsibilities, are removed from communities, or retire. The stream of new leaders coming on must be trained. They will appreciate a guide to their responsibilities. All such leaders should have access to this handbook. In the local meeting pastors, chairman of the Bible School Committee, presidents of young people's classes and societies should own
or have access to it. Quarterly meeting superintendents of young people's work should have it. The chairman and members of the Young Friends' Activities Committee, or Board, of the Yearly Meeting will find it useful. For camp and conference directors it should be valuable.

How Shall It Be Used?

This handbook shall be used as a guide in perfecting organization and as an aid to program building. It may be used in committee meetings where this responsibility rests. Individuals interested or responsible for young people's work will desire to give personal study to it.

Some General Principles for Young Friends Organizations.

All young Friends' activities should endeavor to maintain and promote the Christian gospel. This message of Jesus is vital for our time. Let nothing hinder the central purpose of introducing young people to the person and truth of Jesus.

The application of the Christian way of love to social problems is the only adequate answer to community, national, and world difficulties. It is important that the full implication of Jesus' teaching relative to human relationships be understood. All program building and organization will be to the end of establishing the Kingdom of God in the hearts of young people and in the world community.

Young Friends' organization and program should maintain and foster the faith, practice, and best traditions of the Society of Friends. Only an informed leadership will be capable of carrying forward the truth as Friends have experienced it. This necessitates study of Friends' Meeting organization, faith, and history.

The best results of any young Friends' group will come from spontaneous and creative participation by members of the group. Free expression and individual initiative should be developed.

Never allow organization or mere activity to replace the deeper search for truth and for God. Organization is only a framework upon which the real form of the structure is made. Dominance, intolerance, and unfairness need to be eliminated.

Friends have never believed strongly in massiveness or show. We feel that all young people's work should be kept on a high level of searching for truth and applying it to social situations. This depends upon willingness to reverently seek to know the highest in worship and pure living. When groups are too ungainly in size, or the program displays the spectacular, the ability to be sensitive to divine insight is hindered.

This manual is offered to our leaders in the interest of genuinely effective Christian activity among young people.
2. ORGANIZING YOUNG FRIENDS
IN THE LOCAL MEETING

Introduction

Developing young Friends' work in the local meeting is an important task. No two local situations will require the same details in organization. Because of the varied needs and ways of meeting these needs, it is difficult to present anything more than suggestions.

Numerous questions confront one as he faces the task of organizing this work. What have we with which to work? How large is the group? What kind of leadership is available? What kind of group will adequately serve the needs of the young people? What type of meetings and activities should they have? In some Friends' meetings organized Sunday School classes provide the youth activity. How can these be related to the interests of youth work in the Yearly Meeting, Five Years Meeting, and interdenominational organizations? It is with these questions in mind that this chapter is written.

Types of Organization

First, then, let us make a brief survey of types of organization which can be used in the local meeting. Three types are presented here. There are others, of course, but these attempt to provide for unity or correlation with the rest of the monthly meeting departments and within the young people's group itself.

A. Unified Youth Department Plan

One of the most successful types of organization is the following one which brings all young people's interests under one department of the monthly meeting. The department through its committees provides and directs all the activities of young people. This necessitates only one organization. The organization is then responsible for cooperation with the Sunday School Committee to provide study, to direct all recreational activities, to provide worship experiences, and to sponsor service and social action projects. For this reason it is called the Unified Plan. It is simple, direct, and applicable to either small or large meetings. As the reader will see, all youth interests are united into one concentrated program including Sunday morning, Sunday evening, or week-day meetings.

A diagram of the plan is seen on the next page.
To preserve a close relation with the monthly meeting it would be desirable to have one or two advisers approved by that meeting for the Youth Department. The relationship to the young people's Sunday School department or classes is important in this arrangement. Preferably the head of the Young People’s Department of the Sunday School or the teacher of the Young People's Class should be one of the advisers. Reports from the department should be made regularly to the monthly meeting.

A brief outline of duties for the committees follows: (suggestive, incomplete)

**WORSHIP**

1. To provide opportunities and programs of worship through Sunday School classes, the opening period of the Sunday School Department, and special worship services for young people.

2. To encourage attendance and participation in established worship services of the church.

**STUDY**

1. Through Sunday School classes and young people’s meetings.

2. Specially arranged courses of study, perhaps meeting Sunday evening or during the week.

3. Participation in conferences and leadership training institutes.

**RECREATION**

1. To provide for parties, banquets, camping trips, etc.

2. To be responsible for athletic teams.

3. To encourage wise use of leisure time.
SERVICE AND SOCIAL ACTION

1. Sponsor service projects. (For suggestions see Projects under Chapter III.)
2. Cooperate in community enterprises for youth.
3. Promote missionary activity.
4. Assist American Friends Service Committee work.

B. Correlated Program Plan

In many Meetings it will be desirable to maintain separate young people's organizations each working as a unit, but correlated in program. The Correlated Program Plan is devised to eliminate overlapping of the youth activities in the various organizations by establishing a Youth Council. This Council is made up of the officers of the separate organizations. It relates to the Monthly Meeting by making reports to it and endeavoring to cooperate with all Meeting activity. The chief duty of the Council is to serve as coordinating agent, calendar the affairs of the various groups, and make sure that all the needs of youth are being met through some one of the organizations.

A diagram of the plan is seen on the next page.
The organizations indicated in the diagram and others which may exist in any given church carry on their ordinary activities under their form of organization. The Council would meet from four to six times a year depending upon the extent to which cooperation evolves.

C. Youth Work as a Division of the Christian Education Committee

In the Five Years Meeting, Youth and Student Work is a department of the Board on Christian Education. Some yearly meetings also include the young Friends' work as a division of the Christian Education Committee. For this reason a plan describing such an arrangement is included. In such cases several young people should be named to this committee, one of whom would serve as head of the youth division. The responsibility for youth activities and study is within the jurisdiction of the Christian Education Committee of the Monthly Meeting.

A diagram of the plan will be found on page 15.
Young People and Religious Education

A further word needs to be said about young people's work in meetings where it is limited to the Sunday School classes. Many smaller meetings will find it wise not to undertake more organization than just the young people's classes. If in these meetings the above plan (C. Youth Work as a Division of the Christian Education Committee) cannot be followed, the suggestions below may be of help.

If the Christian Education Committee of the Monthly Meeting does not take the initiative, let the young people themselves organize a Program Building Committee for the youth department of the Sunday School. The chairman of the committee should become a member of the Monthly Meeting Christian Education Committee. The purpose of such a committee would be to help plan the department and class activities and program, thus, giving the young people a definite voice in the plans which affect them.

Another suggestion would be for organized young people's classes to have representation on the Monthly Meeting Christian Education Committee. This would furnish a means of cooperation with the Sunday School officers. If either of the methods were adopted, the following activities could be included in the Sunday School program; Bible study, social activities, missionary work, service projects, and peace work.

Furthermore, we would encourage young Friend's Sunday School classes where there is no society, to organize and, as far as practical, conduct their class like a Young People's Society. In this way provision is made for training which comes only through student leadership and participation. The teacher should take charge only after the young people have cared for the business and conducted the devotions.

The Program Building Committee, or whatever it is called, should keep close contact with the quarterly and yearly meeting young people's work. Under this plan no meeting would have to report that it has no young people's organization. An organized department or class in the Sunday School, properly conducted, is very capable of fostering activity which the young people need.

Securing the participation of the younger members of the church in the religious education program should be a major objective of any youth leader. They should be developed for leadership in the school, such as teaching classes and holding offices. As leaders we should make a careful investigation of the study program which is being given the young people. Does it meet their needs?

Leadership in Young People's Activities

A. Qualities for Leadership

One of the first questions one raises in connection with leadership is "What are the qualifications?" A leader can be defined as one who possesses certain qualities, as ability, personality, character, etc. It should be borne in mind that the qualities listed below are not all present in any one leader. However, the ideal is presented as one toward which to strive. A potential leader possesses some of the qualities and has within himself the capacity to develop more. Some of the suggested qualifications are:
1. Christian character. The leader must be himself what his message declares. Here is included poise which comes from a growing spiritual life.

2. Personality traits.
   a. Sincerity.
   b. Right estimate of one's ability.
   c. Sympathy and understanding of others.
   d. Ability to direct others in doing things.
   e. Ability to be a good follower.
   f. Enthusiasm that is contagious and well directed.


4. Information.
   a. The processes of physical and mental growth of youth.
   b. The immediate goal and plan.
   c. A variety of interests, such as recreation, music, literature, hobbies, etc.

5. Ability to build and administer a program.
   a. Present ideas in such a way as to make suggestions seem to come from the group.
   b. Put others to work.
   c. Work himself out of a job when his term of service expires because others are trained and ready to continue his work.

B. Selection of Adult Sponsors

Securing the best adult sponsors for young people is one of the major problems unless it is adequately planned for. Many young people are inclined to choose adults who are popular with them, rather than those whose abilities and interests would do the group the most good. Adult sponsors should possess the same qualities that any leader does only in larger measure. The sponsor should be able to assist in planning and directing young people's programs. He, or she, should be one who solicits the confidence of the young people, and the older people, through his integrity. He should constantly promote understanding between youth and adults. It is preferable to have someone who can and will devote the necessary time to the young people, for hours of work at home and in the group are absolutely essential.

The method of choosing sponsors is not uniform. It is always well to have the young people suggest whom they would like. These persons should then be approved by the Monthly Meeting. By so doing all parents will have had an opportunity to express themselves in the choice. In some cases the Monthly Meeting may choose the sponsors directly. But this is not likely to be the best procedure, unless the young Friends make the nominations.

A period of training for sponsors would be a valuable feature in preparation for the task. This may be accomplished by a sort of apprenticeship to an active sponsor. There are numerous opportunities to attend conferences and training institutes where courses are offered for this kind of work. Good books may be had that will give much help. To be a sponsor is no simple undertaking. Persons
should not be selected for such appointments who have not weighed the matter carefully.

C. Methods of Developing Leadership

1. Training in the home and school. Parents and teachers can give their children a desire for leadership.

2. Practice in speaking and discussion will develop the poise and confidence needed. Such opportunities should come in all Sunday School and Young People's groups.

3. Cooperation in community enterprises such as social, civic, and economic affairs will add to one's information, contacts, and usefulness.

4. Classes in leadership held in the local meeting covering such fields of service as young people's work, peace work, church finance, boys' or girls' work, and Sunday School teaching are most desirable and helpful.

5. Prospective leaders should be sent to our Friends' Leadership Training Institutes, summer Camps and Conferences.

6. The same is to be done in case of inter-denominational programs.

7. If your Religious Education Committee promotes Leadership Training classes, join, attend, and participate.

8. Apprenticeship, such as assisting Sunday School teachers, camp directors, and other leaders, affords an inexpensive means for good training.

While specialized workers are certainly needed and wanted, we cannot over-rate the value of voluntary leadership, and we urge those who can to take advantage of every opportunity to prepare for this service to the church. Training, however, is ineffective unless put into action through opportunities to work.

Participation of Young Friends in Monthly Meeting

Any person, upon becoming a member of the Monthly Meeting, or church, has a voice in the business of the Meeting. This is a privilege valuable to each member and should be exercised. Space is occupied in this handbook to encourage leaders of young people and young people themselves to make use of the Monthly Meeting business sessions. Be there and take part.

The Monthly Meeting needs the balance of youth in its meetings. Then, too, matters are discussed every month which affect the interests of each young person. Frequently, ideas grow up in young people's discussions which become lost to the church as a whole because these are not shared in the business meeting. A recommended plan is to have representation from all young people's organizations at the Monthly Meeting. Encourage the chairmen of the committees in the young people's meeting to attend the Monthly Meeting to discover wherein they may participate in the church program through their committee.

Young people should speak to business that is before the Monthly Meeting. Fear of being conspicuous or of appearing to have poor judgment is a test to one's spirit, but these should not hinder the ability to become experienced and confident. The real test of the influence of one's voice is determined
by the life he lives and the regularity and willingness with which he assumes responsibility with a Christian attitude.

Relation to Inter-denominational Groups

Young Friends should encourage participation in as much interdenominational activity as time and energy will afford. Such relationship is desirable because a local meeting is affected most by the life of the community it serves. It has a responsibility for that community life. Furthermore, Friends desire to be a vital part of the total Christian youth movement and influence in the world.

Each meeting ought to provide adequate representation in inter-denominational and non-denominational organizations through the properly appointed officials.

3. YOUNG FRIENDS IN THE YOUNG PEOPLE'S SOCIETY

This outline is presented to encourage and aid young Friends in having more effective societies. The outline of organization as worked out here would be better adapted to large groups than to small ones. However, with a few changes it can be made to fit any local circumstance.

A. Organization

1. Membership
   a. The members of a Young People's Society usually include those of High School and College age. However, if there is no organized Junior High Society this age may be admitted.

2. Officers and Their Responsibilities
   a. President
      (1) Call meetings to order.
      (2) Conduct business meetings.
      (3) Call special meetings.
      (4) Be an ex-officio of all committees.
      (5) Make appointments for special committees.
      (6) Advise and encourage committee chairman in their work.

   b. Vice-president
      (1) Take place of President in case of absence of same.
Co-worker with President, working with each committee.

c. Recording Secretary
   (1) Record minutes.
   (2) Read former minutes.
   (3) May assume responsibility of Treasurer in his absence.

d. Corresponding Secretary
   (1) Write invitations to new members.
   (2) Write cards to absent members.
   (3) Write business correspondence.
   (4) Take place of Secretary in case of absence.

e. Treasurer
   (1) Keep a record of money received and paid.
   (2) Give Treasurer’s reports.

3. Committees
a. Nominating
   (1) Either appointed by President or elected from the floor.
   (2) Nominates officers and committees.

b. Program
   (1) Select theme and submit same for approval of Society.
   (2) Appoint leaders for each meeting.
   (3) Coach inexperienced leaders.

c. Service
   (1) Propose to Society certain plans of action. (See section B I.)

d. Extension
   (1) Seek new members.
   (2) Study society for general improvements.
   (3) Work on plans to increase membership of the Society and the Church.

e. Finance
   (1) Suggest to Society certain plans for action. (See section B I.)

f. Social
   (1) Take charge of recreation and refreshments.
   (2) Make visitors welcome.

(NOTES: Constitutions may be obtained from the Methodist Book Concern, 810 Broadway, Nashville, Tennessee. Christian Endeavor constitutions may be secured from your state Christian Endeavor office. These may be used as models for making a constitution of your own. The First Friends Church of Indianapolis, Indiana, has found it advisable to use revolving committees, especially for the social committee. (A revolving committee is one to which the term of appointment expires for one third of the members at one time rather than having a complete change. Thus it is possible to have two-thirds of the committee experienced members. Cf. chapter V B., 2.)

4. Recommendations

   The following recommendations should prove helpful in your organization:

a. Have the Vice-President preside occasionally as a means for preparing him for leadership.

b. Have the President, or an appointed member of the Society, serve as a representative on the Christian Education Committee, or its equivalent of the Church.

c. Provide for systematic financing on the basis of individual giving.

d. Let the Young People’s Society select the adult sponsors and submit the names to Monthly Meeting for approval.

e. Whenever possible give every member of the Society a responsibility.

f. Provide a variety of programs.
g. Hold socials regularly, possibly once a month.

h. Encourage intervisitation between Young People's Societies, including urban and rural.

i. Hold occasional meetings to which the adults are invited.

j. Conduct business and socials during the week rather than on Sundays.

k. Many societies find it valuable to have shorter terms of office with opportunity for re-election. The usual term of service for officers is six months or a year. The term of service for committees varies, being a quarter, a half year, or a year, or for the duration of the school year.

l. A tentative program should be planned in advance for at least a quarter, or possibly a time equivalent to the term of the officers.

B. Projects

The following projects are suggestive for what may be done in various fields of interest.

1. Service
   a. Showing friendliness to newcomers in church and community.
   b. Assisting others to go to camp or conference.
   c. Holding peace rallies on Armistice Day, and other occasions.
   d. Planning fellowship gatherings for refugees.
   e. Carrying on intervisitation.
   f. Filling good-will suitcases for children of other lands, or needy people.
   g. Caroling at Christmas time to shutins.
   h. Preparing and distributing Thanksgiving baskets.
   i. Conducting sunrise and vesper services.
   j. Mending and distributing toys at Christmas.
   k. Improving church property.

2. Social
   a. Treasure hunts.
   b. Scavenger hunts.
   c. Stuck-up party. (Taffy pull)
   d. Backward party.
   e. Weiner roast.
   f. Picture travels.

3. Finance
   a. Systematic individual giving.
   b. Waste-line suppers.
   c. Hay-rides.
   d. Self-denial boxes.
   e. Rainy-day boxes.
   f. Advertising calendars.

NOTE: For materials to be used in connection with Young People's Society see the Bibliography in the last chapter.
4. Young Friends
in Quarterly Meeting

Introduction

Did you ever ask yourself, "What should I do, now that I am Quarterly Meeting Superintendent of Young Friends?" If so, it is for you that this section of the Manual has been prepared. Or have you ever been faced with the problem, "What would a clerk or presiding officer do in a Quarterly Meeting of Young Friends?" Then you, too, have a stake in these suggestions. It was with a keen sense of need for suggestions which would meet a wide variety of situations that these sections have been prepared.

This outline represents a pooling of experiences of Young Friends from over the Five Years Meeting. Under no circumstances should these ideas be considered as specific requirements for Young Friends of a Quarterly Meeting. Adapt, change, incorporate fragments of plans, or in any way make what use you can of this material.

A. Purpose

1. To develop in the Young Friends of the quarter a sense of responsibility and acceptance of that responsibility as an integral part of the quarterly meeting.

2. To train young people for leadership in their local and quarterly meeting.

3. To aid in promoting and carrying out the program of the Young Friends’ Board of the Yearly Meeting.

4. To unify local meetings, that is, to develop a cooperative spirit within the quarterly meeting.

5. To create within the local meeting a sense that as a quarterly meeting they are the first step in the wider Quaker fellowship.

B. Illustrations of What is Being Done

In Indiana Yearly Meeting a successful Young Friends Quarterly Meeting has been developed. A brief description of its beginnings, and a typical program of a Young Friends Quarterly Meeting session are included.

A concerned Friend saw the need of a young people’s quarterly meeting organization. She visited in local meetings, becoming acquainted with the young people. From this beginning there developed an organization with presiding clerk, recording clerk, and such committees as they found necessary. They meet four times a year, during the sessions of the Ministry and Oversight body of the Quarterly Meeting. This time for meeting was found to suit their particular need in a section largely rural.

The Young Friends Executive Committee, together with the Quarterly Meeting Superintendent of Young Friends’ activities, plan the year’s program in advance. The superintendent has taken care through the years to develop new talent as clerks, committee chairmen, and workers in responsible positions. Inter-denominational conflicts have offered obstacles, and have made it necessary for

* Winchester Quarterly Meeting, in Indiana Yearly Meeting.
appointing bodies to take into consideration the interests of individuals and their affiliation with other organizations than Friends.

Attendance varies according to the time of year, program, and other factors, but it is noteworthy that the quarterly meeting sessions are well attended by young Friends.

A typical program for this group is built upon the pattern of the following outline:

- Devotional period (with occasional use of Queries)
- Business Meeting:
  - Roll call of representatives, giving recognition to the number present from each meeting, noting visiting Friends.
  - Minutes of the previous meeting.
  - Unfinished business, including reports of various activities.
  - New business.
- Program:
  - Inspirational speaker, or some other type of special feature, such as discussion, plays, etc.

Other Quarterly Meetings have adapted organization to their needs, as the following examples indicate.

A Young Friends Quarterly Meeting**, consisting of four local young Friends' groups, meets at the close of each regular Quarterly Meeting on Saturday afternoon. There is an opening period of recreational activity, followed by a supper, after which there is a business session and the program.

This Young Friends Quarterly Meeting group, together with young Friends of adjacent Yearly Meetings, holds an annual one-day conference.

For several years the young Friends of another quarterly meeting*** met for worship only. Then a newly appointed superintendent of young Friends' work felt the need for knowing the problems of each young people's group, that some additional group activities might be developed. As in the first illustration, they organized with two clerks. The chairman of each local young people's group, the pastors, and the Superintendent of Young Friends' Activities met together to plan for the future. They found their best meeting time to be on the Sunday afternoon following the quarterly meeting sessions.

A number of young Friends Quarterly Meetings have found it advantageous to cooperate in Tri-Quarterly Meeting activities, using less quarterly meeting organizational machinery. Many young Friends' quarterly meetings have followed the practice of holding their sessions at some time other than the quarterly meeting.

These suggestions ought to be adapted to local conditions.

C. Responsibilities of Officers in the Young Friends Quarterly Meeting

1. Superintendent (usually an appointee of the Quarterly Meeting.)
   a. To have concern for the needs of the young Friends of the quarter.

** Quarterly Meeting of Young Friends of Lower Virginia, Baltimore Yearly Meeting.

*** Walnut Ridge Young Friends Quarterly Meeting, Indiana Yearly Meeting.
b. To have a thorough acquaintance with the young people and their local meetings.
c. To train leaders—as successors in office; as participants in the quarterly meeting.
d. To see that needs of all young Friends' groups of the quarter are met as completely as possible.
e. To serve as a connecting link or medium through which the local meeting keeps in touch with the yearly meeting, and vice versa. For example, if a local group wanted the Yearly Meeting Board to establish an organized society that request might well be realized by the quarterly meeting superintendent, who should have previously visited and encouraged the group. On the other hand, if the Yearly Meeting Young Friends' Board wanted interest aroused in a conference or retreat, that also might well be done through the young Friends' quarterly meeting superintendent.
f. To see that reports reach their proper destination.
g. To promote interest in activities beyond the quarterly meeting, such as camps, conferences, intervisitation, and inter-denominational activities.
h. To see that meetings of the Young Friends' Executive Committee are called regularly and that the Committee functions.

2. Clerks.
a. We suggest that these be appointed by the Young Friends Quarterly Meeting. We also suggest that the clerks refer to the Discipline for their responsibilities.
b. In case there is only one officer (superintendent or clerk) this person will carry the responsibilities of both.

3. Executive Committee.

We suggest that the superintendent, clerk, other officers, and at least one representative from each local group make up this committee. (The local group may mean the Society, or, if there is no Society, the Sunday School class, or classes, for young Friends.)

It shall be the responsibility of this committee to promote the policy and program of the quarterly meeting.

D. Projects

Again, let it be clearly understood that these projects are offered only as suggestions.

1. Service
   a. Help support a missionary.
   b. Help furnish a room in a missionary home.
   c. Help some meeting or group of young Friends in the quarterly meeting.
   d. Help make physical improvements of yearly meeting camp property.
   e. Cooperate as much as possible with service activities of the American Friends Service Committee.

2. Fellowship
   a. Promote camps and conferences.
   b. Encourage intervisitation—by individuals, small groups, or the entire society or Sunday School class. These may be exchange visits within the quarterly meeting, the yearly meeting, or beyond the limits of the yearly meeting. The American Young Friends Fellowship has as a major concern the promotion of intervisitation. They would be pleased to help arrange for visita-
tion between any groups of Friends in America.
c. Carry on inter-quarterly meeting activities.
d. Conduct rallies, picnics, socials as occasion may arise.

3. Work
a. Conduct activities for community improvement, such as building or equipping a recreation center, or cooperating in a clean-up campaign.
b. Encourage participation of mature young Friends in work camps, as those sponsored by the American Friends Service Committee.
c. Help build the program and furnish leadership whenever possible for Vacation Church Schools.

4. Study
a. Encourage the use of our own Friends literature.
b. Sponsor weekly or bi-weekly study group meetings within the quarterly meeting.
c. Carry on an active stewardship education campaign.

5. Special
a. Conduct quarterly meeting music activities (choir, orchestra, music festivals, etc.)
b. Carry on quarterly meeting dramatic activities, particularly using plays with a Quaker historical background.
c. Foster deputation work, such as, gospel teams, peace teams, and similar activities of an inspirational and educational nature.
d. Set up a quarterly meeting publication, if this meets a genuine need.
e. Promote subscriptions to "The American Friend".

E. Conclusion

The Quarterly Meeting should be and often is an important link in the chain of our fellowship as a Religious Society. Likewise the Young Friends Quarterly Meeting offers unique opportunities for a deeper understanding of, and a broader sympathy with, other young Friends. Therefore, this contribution is put into your hands with the hope that as you use it you may have a keen sense of kinship with all young Friends.
5. **Young Friends in the Yearly Meeting**

When we think of a yearly meeting as the unit containing all those vital and active organizations of monthly and quarterly meetings and their acting committees we realize the expanse of the field in which the yearly meeting renders service. Whatever program is planned and carried on, the promotion of spiritual growth and unity throughout the yearly meeting and between yearly meetings must be kept in the foreground. Inasmuch as we are speaking specifically to young Friends and their activity in the yearly meeting program, the remarks and suggestions in the following paragraphs bear direct reference to them and their work. However, many of these suggestions might helpfully be shared with the yearly meeting organization as a whole.

Reports of young Friends' activities in ten yearly meetings were presented to the group considering the problem of young Friends in the yearly meeting. From these reports we present the following suggestions. These will not all be useful to you, but we ask you to seek carefully for such good as is offered.

A. Organization

1. Officers

   Essential officers are chairman, vice chairman, secretary and treasurer. Some groups add the superintendent of Juniors and Intermediates. Other titles may be more suitable to these officers as their functions vary in yearly meetings.

   a. Responsibilities of the Chairman.

   (1) Preside or get others to preside at: (a) Committee meetings (b) Conference or camp (c) Young Friends sessions at yearly meeting.

   (2) Encourage unity between the young Friends and the yearly meeting as a whole, as well as with the Five Years Meeting, the American Young Friends Fellowship and other Friends.

   (3) Promote intervisitation within the yearly meeting and beyond its limits.

   (4) Aid unorganized meetings in organizing and becoming more active.

   (5) Encourage quarterly meeting groups to greater and united activity.

   (6) Prepare a publication for the young Friends of the yearly meeting, when this is practical.

   (7) Outline and carry on the year's program in conjunction with the Board.

   (8) Maintain relations between yearly meetings (e.g. materials, fraternal delegates, etc.)

   (9) Have a knowledge of the activities of the yearly meeting at large and relate it to the activities of young Friends.

   (10) Serve as the connecting link with the Five Years Meeting Youth Division.

b. Responsibilities of Vice Chairman

   (1) Assist the chairman in every way possible
and keep in close touch with the activities of the committee.
(a) Preside at times. (b) Promote intervisitation.
(2) Be ready to step into the chairman's job at any time the occasion may demand.

C. Responsibilities of the Secretary
(1) Keep accurate minutes of the meetings of the Young Friends Activities Committee.
(2) Keep a file of various programs:
(a) Camp or conference programs. (b) Camp or conference programs of other yearly meetings.
(3) Maintain a mailing list for publications and information to be sent out from time to time. (Keep this list up to date.)

D. Responsibilities of the Treasurer.
(1) Recognize and pay bills for the Young Friends Activities Committee.
(2) Recommend a budget to the Activities Committee.
(3) Keep an itemized account of the expenditures of the Committee or Board and make report of the same.

E. Responsibilities of the Superintendent of Juniors and Intermediates.
(1) Work with the quarterly meeting superintendent to promote activities for this age group.
(2) Organize the program for Juniors and Intermediates at camp or conference.
(3) Organize the program for Juniors and Intermediates at yearly meeting.

2. The Young Friends Activities Committee.

A. Members.

(1) The executive committee of young Friends' activities.
(2) Other young Friends according to the number recommended by young Friends as adequate for this committee.
(3) Advisers according to the needs and desires of young Friends.

B. Appointment.
Names suggested by young Friends and approved at camp or conference and submitted to the yearly meeting for approval.

C. It is recommended that the Young Friends Activities Committee be a rotating, or continuing committee. A rotating committee is one in which the term of service for one-third of the members expires each year. All members serve a term of three years. This way two-thirds of the committee are experienced folk.

D. Responsibilities of the Young Friends Activities Committee or Board.
(1) Become a clearing house for young Friends' business.
(2) Plan the year's activities and program for young Friends.
(3) Approve bills presented by the treasurer.
(4) Direct publications.
(5) Participate in and encourage intervisitation.
(6) Cooperate whenever possible with yearly meeting committees in program, conferences and other activities, thus connecting the young Friends closely with the yearly meeting program. Also cooperate with the Youth Division of the Five Years Meeting.
B. Program

1. Yearly Program
   a. Young Friends' Activities Committee meeting.
      A week-end conference held in a quarterly meeting using the time for business, fellowship, and intervisitation.
      Outline the year's program.
      Select theme (optional).
   b. A Mid-year Conference.
      In the smaller yearly meetings this may be for all young people in the yearly meeting. Larger yearly meetings may find that regional conferences will better meet their needs.
      Program suggestions:
      Report of quarterly meeting activities.
      Devotions and meetings for worship.
      Lectures and discussion.
      Intervisitation reports.
      Opportunity to cooperate with some other yearly meeting committee for a part of the program.
   c. Camp or Conference.
      For most yearly meeting groups this has become an established activity held usually in the summer months. For specific suggestions see the section in this Handbook devoted to Camp and Conferences.
      Three yearly meetings have worked out commendable methods of caring for the wide age range in young Friends. Indiana holds two camps, one for Intermediates and another for Seniors. Iowa and North Carolina have high school and college forums as a part of the planned discussion program at the camp. For further information write the chairman of these groups.
      In Iowa, Indiana, and Western use has been made of the credit system which merits recommendation. This idea is still in its infancy; therefore, each group must study and adapt the system to its own needs.
   d. Yearly Meeting Program.
      To help maintain close association with the yearly meeting the suggestion has been made that the young people have some part in one of the sessions of yearly meeting. The following suggestions have been gleaned from actual experience in directing young people's activities on such occasions.
      (1) A business session.
         Time may be granted for holding this during a part of the regular business session of the yearly meeting, usually in the afternoon. If the time is not allowed, a business session for young Friends may be held following adjournment of the regular session in the afternoon. Business will include devotions, roll call of representatives, reading of young Friends' epistles, the report of the chairman, the reports of conference or camp, and reports from fraternal delegates.
      (2) A young people's banquet, supper, or picnic.
         The nature of this occasion is largely social, for fellowship and fun, renewing
camp friendships and singing familiar camp songs.

(3) Evening session.
In most yearly meetings one evening has been turned over to the Young Friends Board or Committee.

Program:
Report of the chairman.
Devotional service.
A speaker invited by the young Friends for this occasion. (Movies of the Friends' Colleges, Camps, Five Year Meeting and projects of the A.F.S.C. are available if desired.)

(4) A vespers service sponsored by young Friends for the entire yearly meeting.

(5) A social hour for young Friends following the evening session. This hour ends with a brief period of worship.

2. The Yearly Meeting Publication.
   a. Purpose is to unite young Friends over the yearly meeting.
   b. Edited by Young Friends Activities Committee.
   c. Published quarterly or as need arises.
   d. Financed by quarterly meeting contributions, yearly meeting allowance to young Friends, or individual subscriptions.
   e. Mailing list.
      (1) Quarterly Meeting superintendents.
      (2) Monthly Meeting leaders.
      (3) Interested young Friends, and other yearly meeting groups.
      Mimeographing has been used successfully for this publication.

f. Content.
   (1) Activities of the quarterly meetings and monthly meetings.
   (2) Messages from the chairman of Young Friends Activities, the executive secretary of the yearly meeting and contributions of others who have a message for young people.
   (3) Special day suggestions.
      Ideas which may help the local or quarterly meeting with its program for such days as Christmas, Easter, a missionary Sunday, peace programs, Armistice Day, Thanksgiving, Young Friends Sunday, etc.
   (4) Advance programs and publicity for camp, or conference, and yearly meeting.
   (5) News of intervisitation.
   (6) Local and personal news.
   (7) Make as much use as possible of The American Friend for news and publicity, and also use the publication of your yearly meeting at every opportunity.

3. Inter-visitations.
   Friends have re-awakened to the value of visiting. This is of great worth for yearly meeting leadership. Here are four suggested avenues of visitation:
   a. Yearly meeting leaders visiting quarterly meetings, becoming acquainted with present and potential leadership there, encouraging
quarterly and local meeting leaders, and holding conferences together. The quarterly meeting leaders may well give special invitations to yearly meeting leaders to be present.

b. The same is true with local meetings. If a new group is being organized, plan to have some yearly meeting representative present.

c. The increase in inter-visitation between yearly meeting is gratifying. Three yearly meetings have annual “exchange delegates” in each other’s camps. New England recently sent a fine delegation into three other yearly meeting gatherings. Learn what others are doing by calling on them.

d. Intervisitation should include visits to Friends who are not a part of the Five Years Meeting. The American Young Friends Fellowship is a good avenue for making arrangements for such visitation.

6. YOUNG FRIENDS CAMPS AND CONFERENCES

General Directions and Information about Camps

Young Friends’ camps usually include young people of high school age and above. Most camps are sponsored by the Young Friends’ Board of Activities of the Yearly Meeting. The camp director and head of the program committee is usually the chairman or clerk of the Young Friends’ Board.

The first consideration is a good location for the camp, including facilities for sleeping, eating, group meetings, and recreation.

In further preparation for camp the Board should select a theme, if such is considered desirable, and plan to make it a vital thread throughout the camp sessions. Then either as a Board or through committees outline a program including the interest groups, vespers, campfires and assemblies. Next, secure leadership for the classes and find a constructional recreational leader capable of making plans for that part of the program. Committees for detail work should then be appointed for such as registration, kitchen and dining room committees, etc.

It is important to appoint responsible counsellors, either older Young Friends or adults, who

* The majority of yearly meetings call their annual young people’s gathering a camp. Others use the word conference. The word camp is used throughout this chapter, but can readily be interpreted as conference.
will supervise cabins, encourage their particular groups to attend meetings, and cooperate in camp activities.

As soon as camp is over for one year, start making plans for the next, setting the date, choosing a new location or making reservations for the old. Also, choose the theme and start contacting leaders.

In order to cut down on expense of hiring help, some camps have worked out plans whereby the campers work cooperatively, taking turns at waiting tables, washing dishes, helping in the kitchen, and general duties around the camp.

The average length of the camp period is five days at an average cost of one dollar per day.

The camp schedule should not be too full. Ample time must be provided for rest, recreation, and for deepening fellowship through sharing of experiences with leaders or other young people, for it is important that we “know each other in that which is eternal.”

Camp Program

The courses and leaders should be very carefully selected in order that the campers may derive as much benefit as possible from them.

There has been a growing concern that courses in methods be included in our program, such as:

- Music in Our Organization.
- Young People’s Meetings.
- Christian Dramatics.
- Teaching a Sunday School Class.
- Friends’ Worship.

In some Yearly Meetings a certificate is issued upon satisfactory completion of two courses, with the exception that three years of study on these two courses will entitle one to receive the Young Friends’ camp diploma.

Suggested subjects for classes are:

- Bible Acquaintance.
- Friends Message and Principles.
- Romance of Christian Service.
- Developing a Christian Personality.
- Personal Problems.
- Youth in the Church.
- Vocational Guidance.

Interest may be increased by including hobby courses as:

- Orchestra
- Archery
- Photography
- Nature Study
- Art
- Manual Training

Ideas obtained from these courses may be put to good use in Vacation Church Schools back home. These hobby groups could be offered in the afternoon if the morning schedule is full.

On the following page is a suggested camp program which may be modified to meet the needs of each group.
Daily Program

6:15  Rising Bell
6:30  Dip
7:00  Breakfast
7:45-8:00  Camp in order
8:00-8:30  Morning Worship
8:45-9:30  Class
9:35-10:20  Class
(Some camps have Chapel or assembly)
10:30-11:30  Interest groups
12:00  Lunch
1:00-2:00  Rest
2:00-5:00  Recreation (3:30-5:00 Swimming)
6:00  Supper
7:00  Vespers
8:15  Lecture
9:00  Campfire (singing)
10:00  In cabins
10:15  Lights out

It is felt that the camp should develop the central method and quality of the Quaker appeal through quietness and deep, individual soul searching. This is not cultivated readily, if at all, through massiveness. We can see how it might be advisable to encourage smaller conferences or camps. Where there are large numbers, more regimentation is essential, also a high degree of programming. Under these circumstances there is bound to be a limit to the amount of creativeness on the part of the group. Wherever it can be worked out, it might be well to hold two camps.

Intermediate and Junior Camps

More intermediate and junior camps are needed, thus lessening the problem of a great variation in ages in our Young Friends' camps. In some of our yearly meetings, Junior Yearly Meeting groups have already been organized. These generally include young people from eight to fourteen years of age. Where distances permit, it might be advisable for two or three yearly meetings to join in a junior camp. The organization of this would differ in some ways from the young Friends' camp; namely, in more highly organized recreation and a shorter camp day.

In Case You Have No Camp

In case there are some groups which find it impossible to sponsor a camp, week-end conferences are a good substitute. With good leadership and an interesting theme these prove to be very valuable. A conference of this type need not necessarily include an entire yearly meeting, but may be made up of two or three quarterly meetings.

Intervisitation

One of the major concerns among Friends today is intervisitation. In times like these it is very necessary that we forget differences and unite. One of the best ways to do this is to get acquainted and form friendships among our different groups. This can be done by sending young Friends' delegates to camps sponsored by yearly meetings other than their own. Let this be one of our main projects during the next five years. Perhaps you can visit one of the camps listed below.

Already young Friends' camps are being sponsored by the following yearly meetings by their Young Friends' Board of Activities*:

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## B. Program Building

- "Young People's Method in the Church", Hayward and Burkhart- Ch. VIII  1.50
- "Youth Action in the Local Church", I. C. R. E.  .15
- "Christian Youth and the Children of the Church", I. C. R. E. (a pamphlet that deals with service activities to children)  1.00
- "A Guide To Program Resources", Methodist Board of Education, 810 Broadway, Nashville, Tenn.  1.00
- "Youth Work In the Rural Church" Edited by Herbert L. Minard, Bethany Press  .30
- "Planning a Church Program for Seniors and Young People", Getty Westminster Press, Philadelphia  .30
- "Come and Let Us Worship", Wood, The United Church Publishing House, Toronto  2.00
- "Worship Programs and Stories" (1938) Bays Cokesbury, Nashville  2.00
- "Worship Programs in the Fine Arts" Bays Cokesbury, Nashville  2.00
- "A Study of the Life of Jesus" J. Russell Harris  .15
- "Jesus' Teachings for Young People", S. A. Weston, The Pilgrim Press, Chicago  .40
- "Hymns For Creative Living"  .40
- "Studies in Quaker Worship" D. Elton Trueblood  .25
- "Quaker Experiments in Christian Living" Emerson  .20
- "Quaker Adventurers" Thomas  2.00
- "Book of Quaker Saints" L. Violet Hodgkin  2.50

## C. Recreation

- "Christian Life, Faith and Thought in Society of Friends"  1.50
- "To Fight—Or Not to Fight", Milton Hadley  .10
- "Pacifist Handbook"  1.00
- "What about the Conscientious Objector"  .15
- "Drama Goes to Church" Alma N. Atkins Bethany Press  1.50
- "Play Production Made Easy" Mabel F. Hobbs, National Recreation Association  .20
- "Six Little Plays of Early Quaker Life", Edith L. Squires, Eldridge Entertainment House, 315 Fifth Ave., New York  .40
- "Friends of Jesus" Lydia Glover Deso, Abingdon Press  .75

- "Handbook for Recreation Leaders", U. S. Department of Labor, Children's Bureau, Washington, D. C.  2.00
- "The Kits" Lynn Rohrbough, Cooperative Recreation Association, 315 Fifth Ave., New York  1.50
- "Campfire Helps", Boy Scouts of America  .40
- "Parties, Plans and Programs" edited by Ethel Bowers  .50

**NOTE:** All materials may be ordered through the Friends Book and Supply House, 101 South Eighth Street, Richmond, Indiana.