

**Resource List for
Getting Down to Business
(In formation)**

Pendle Hill February workshop on Clerking Committees

Pendle Hill Workshop -- Clerking: Exploring More Deeply - Apr 15 - 17, 2011
Arthur Larrabee

Pendle Hill -- Clerking: Serving the Community with Joy and Confidence
Nov 18 - 20, 2011 -- Arthur Larrabee

Powell House February clerking workshop with Arthur Larrabee
["A Clerks' Guide to Minute-Preparation, other Paperwork, and Procedures"](#)
which is available thru' the "[Business Documents](#)" at <http://fifteenth.quaker.org/>

Quaker Meeting for Business by Douglas Steere

Facilitator's Guide to Participatory Decision-Making by Sam Kaner

Essays on the Quaker Vision of Gospel Order – chapter on Meeting for Business
Llyod Lee Wilson

Mind of Christ--Bill Taber on Meeting for Business -- edited by Michael Birkel

Where Should I Stand?

A Field Guide For Monthly Meeting Clerks BY ELIZABETH BOARDMAN

“Unforeseen Joy: Serving a Friends Meeting as Recording Clerk”
by Damon Hickey

Beyond Consensus *Salvaging Sense Of The Meeting* - BY BARRY MORLEY

Consensus Through Conversation *How To Achieve High-commitment Decisions*
by Larry Dressler

Practicing Discernment Together *Finding God's Way Forward In Decision Making*
by Lon Fendall, Jan Wood, & Bruce Bishop

Hickey, Damon D (1987). "Unforeseen Joy" Serving a Friends Meeting as Recording Clerk. Greensboro: North Carolina Yearly Meeting of Friends. p. 35pp. ISBN 0-942727-16-9. (It's available at the FGC Bookstore)

The Way of Discernment: Spiritual Practices for Decision Making

By Elizabeth Liebert

We all make decisions constantly--some with careful reflection, some without much thought. But what if we understood these decisions, minor as well as major, as matters of faithful Christian living? In this helpful and encouraging book, Elizabeth Liebert introduces the practice of discernment and guides readers through the process of faithful decision making. Following the way of discernment means becoming increasingly able to notice where God is at work in the world and in one's own life--and becoming increasingly generous with one's own life in response. After briefly exploring the Christian tradition of discernment, Liebert then turns to practical steps and exercises that will help readers as they seek God's call in the midst of their decisions, allowing readers to internalize some of these practices and incorporate them into their daily lives.

These are available from FGC Quakerbooks

The Authority Of Our Meetings Is The Power Of God

BY PAUL LACEY

The author holds in creative tension the individual and corporate responsibilities in our monthly meetings to witness to the power and authority of God.

Pendle Hill Pamphlet 2003

Consensus Through Conversation

How To Achieve High-commitment Decisions

BY LARRY DRESSLER

You have to live with the corporate lingo, but even Quakers (who have been using consensus for 350 years) will find this useful. The book leads managers, consultants, and facilitators through the consensus-building process. It shows how to avoid common pitfalls like false agreement and the "illusion of inclusion." For anyone charged with getting groups to fruitful resolution on important issues, Consensus through Conversation is a useful reference work.

Berrett Kohler 2006 89

Fellowships, Conferences And Associations

The Limits Of The Liberal Quaker Reinvention Of Meeting Polity

BY ELIZABETH CAZDEN

A look at the "confusion and disagreement" about how meetings govern themselves. Cazden reviews classical Quaker models and then looks at the "alternate model that has come to characterize liberal unprogrammed ('Friends General Conference-type') meetings in North America." An important read for anyone trying to understand contemporary Quaker debates over same-sex marriage, the meaning of membership, the role of committees and issues of leadership in the Religious Society of Friends.

Beacon Hill Friends House 2004

Mind Of Christ

Bill Taber On Meeting For Business-

BY BILL TABER EDITED BY MICHAEL BIRKEL

Meeting for business is one of Quakerisms greatest treasures - but it can also be absolutely dire when it doesn't go well. Michael Birkel has here edited the notes that Bill Taber had made on how it can work at its best. Bill Taber was a most centered and experienced Friend and this is his most valuable advice on Business meetings passed on to future generations of clerks and those who gather for Meeting for business.

Pendle Hill Pamphlet 2010 34 PP. Paper

Practicing Discernment Together

Finding God's Way Forward In Decision Making

BY LON FENDALL, JAN WOOD, AND BRUCE BISHOP

Group discernment is an essential ingredient of anything that Quakers seek to do together, and a central part of Quaker process. Even the smallest Bible study group or informal gathering makes decisions. That decision making carries with it the potential of strengthening the spiritual depth of each member of the group, and of discovering God's will - but only if the participants understand and abide by the process. "In concise, lucid prose, illustrated with modern day case studies and stories from the bible, they discuss the attitudes, skills, and steps that help us to find God's leadings for us as meeting communities." - Chel Avery

Barclay Press 2006 145 PP. Paper

Where Should I Stand?

A Field Guide For Monthly Meeting Clerks

BY ELIZABETH BOARDMAN

Elizabeth Boardman draws on her four years as a monthly meeting clerk and the wisdom of fifteen other experienced clerks to answer questions, simple and profound, including When should I attend committee meetings? How should I relate to the children of the meeting? How do I get support for this job? How do I help sustain the faith community? *Where Should I Stand?* is designed to spark new questions and additional ideas among readers and to encourage continued discussions at regional gatherings.

Quaker Press of FGC 2008 128 PP. Paper

The Wisdom Of Group Decisions

100 Principles And Practical Tips For Collaboration

BY CRAIG FRESHLEY

The Wisdom of Group Decisions is a collection of 100 one-page tips for making thoughtful, equitable, lasting group decisions for our communities, organizations, governments, families, and our planet. Each tip is a provocative meditation and the book as a whole is a complete toolkit. The book is based on Caroline Estes' simple premise that "We each have a piece of the truth and we make our best decisions when we put all our pieces together." Freshley is a Quaker and while this book is not spiritually rooted, much of it is inspired by the Quaker idea of consensus.

Good Group Decisions 2010 134 PP. Cloth

Wisdom Of Group Decisions - Paperback

Principles And Practical Tips For Collaboration

BY CRAIG FRESHLEY

A collection of 100 one-page tips for making thoughtful, equitable, lasting group decisions for meetings, communities, organizations, governments, families, and our planet. Each tip is a provocative meditation and the book as a whole is a complete toolkit. The book is based on Caroline Estes' simple premise that "We each have a piece of the truth and we make our best decisions when we put all

our pieces together." Freshley is a Quaker and while this book is not spiritually rooted, much of it is inspired by the Quaker idea of consensus.

Good Group Decisions 2010 134 PP. Paper

Facilitator's Guide To Participatory Decision-making

Second Edition

BY SAM KANER, LENNY LIND, CATHERINE TOLDI ET AL

This is the best available training manual and sourcebook for facilitators, managers and leaders who want to encourage full participation, promote mutual understanding, and help groups build inclusive, sustainable agreements. It presents more than 200 valuable tools and skills and places them in the context of a lucid, realistic model of the dynamics of group decision-making. An excellent resource for clerks. Now in a new edition with 70 extra pages and two new chapters. Many pages updated and improved.

Jossey Bass 2007

Quaker Manual Of Style And Glossary

BY ODIE LEFEVER

A useful eight panel folded tract which offers a handy brief glossary of Quaker terms as well as style guidelines such as when and when not to capitalize Meeting (meeting?), and use of the apostrophe. These reflect usage within Philadelphia Yearly Meeting. The glossary of forty three Quaker terms is also helpful. This is in the same format as the Philadelphia Yearly Meeting leaflet series, but is priced differently and there is no bulk rate reduction.

Philadelphia Yearly Meeting 2010 FOLDED Paper

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Quaker Press of FGC 2008

www.freeconferencecalls.com and Skype for electronic meetings

Meeting Wizard (www.meetingwizard.com)