To the Executive Committee of Lake Erie Yearly Meeting

From the Ministry and Nurture Committee

The Ministry and Nurture Committee is requesting changes in the Policy Description of the process for a traveling minute request from monthly meetings. The point of creating a predictable communication flow is to clarify, to decrease any confusion, and to support all of those who are feeling led to minister to the body of Friends within and beyond the Yearly Meeting, and to the wider community. (Additions and changes are in italic and bold print for easier understanding)

E. Travel Minute

**1. Description**. ***This is a*** statement of endorsement a meeting may give to a member (or sometimes an attender) who has a concern to visit other meetings and/or groups. It establishes the good standing of the Friend and indicates the affectionate interest of the meeting in the various groups being visited. When travel is to groups beyond Lake Erie Yearly Meeting, it should have the endorsement of the Yearly Meeting as well as the home meeting. This is distinct from a letter of introduction, which is written for a Friend who will be visiting other meetings in the course of his or her secular travels, but who is not traveling under a concern.

**2. Process:** ***For a new request***

***A packet of information should be sent to (LEYM) Ministry and Nurture clerk(s) by mail or email and include:.***

***The Monthly Meeting traveling minute, signed by the Monthly Meeting Clerk with date approved by the Meeting for Business with his/her actual signature, Document can be scanned.***

***Include evidence of how the ministry is being cared for by the monthly meeting, through an anchoring or spiritual care committee with oversight by a named standing committee******of Meeting. This could include a report to the MM, an anchoring committee report, or other description of how the MM is supporting this ministry, both spiritually and, if appropriate, materially.***

***Request for endorsement by the YM and/or funding signed by the MM Clerk.***

***A MM could designate a standing committee or even an anchoring committee to communicate with M&N. If so, then the letter or email sent by the MM clerk would indicate M&N's point of contact within the MM, should the need for further communication arise.***

***3. Process for a renewal request***

***Include the Monthly Meeting original or rewritten traveling minute, signed by the actual signature of the Clerk with date approved by the Meeting for Business.. Document can be scanned. Monthly meetings don't always rewrite travel minutes every year. If M&N wants to, it can request a fresh copy of the existing travel minute, signed by the current clerk. The existing letter could be introduced by a simple sentence such as: This travel minute was originally approved by (name of Monthly Meeting) on (date) and reaffirmed on (date).***

***Evidence of how the ministry is continuing to be cared for by the monthly meeting, through an anchoring or spiritual care committee with oversight by a named standing committee of Meeting. This could include a report to the MM, an anchoring committee report, or other description of how the MM is supporting this ministry, both spiritually and, if appropriate, materially.***

***Copies of the visitation endorsements since the last YM endorsement****.*

***Request for renewed endorsement by the YM and/or funding signed by the MM Clerk.***

[To obtain Yearly Meeting endorsement, the local meeting’s clerk or the clerk of the meeting’s ministry committee should provide the clerk of LEYM’s Ministry & Nurture Committee a copy of the meeting’s travel minute, along with an explanation of the Friend’s concern and the request that the Yearly Meeting endorse it. (**Remove this paragraph**.)

This request will be taken to the next meeting of the Ministry & Nurture Committee, whose clerk may ask a Friend from the meeting who is familiar with the concern and/or the Friend under concern to meet with them or hold a conversation by phone. If the Committee is clear to recommend that LEYM endorse the travel minute, it will bring that recommendation to the next business session of the Yearly Meeting. If the Yearly Meeting is clear to endorse the travel minute, LEYM’s clerk will provide the local meeting with a copy of the travel minute with the Yearly Meeting’s endorsement. It is Friends’ practice for the clerk of each group of Friends visited to sign the minute (on the back or on an accompanying piece of paper), including a note about the visit. On returning home, the traveling Friend will give the minute with all of its “endorsements” back to the business meeting/s that issued it and report on the travels. ***Copies of all endorsements should also go to the anchoring committee.***

Signed: Ministry and Nurture Committee

Shelley Kotz and Rebecca Morehouse, Co-Clerks

Linda Mills

Sharon Ottenbreit

David Snyder

Lisa Klopfer

Flo Friender, visitor