

QUAKER HOUSE RESIDENT HANDBOOK

February 2017



Welcome to Quaker House. The purpose of this handbook is to provide guidelines, standards, policies, logistics, traditions, and other useful information pertaining to life in Quaker House.

I Introduction to the Quaker House Residential Community (QHRC)

II Openings in the Residential Community

Expectations of Applicants
Recruitment of New Members
The Dinner Meeting
The Clearness Meeting

III Resident Participation Guidelines

New Residents
Room Contribution
Work Contribution
Hospitality
Communication
QHRC Meetings
Community Meals
Quaker House Committee

IV Residential Community Life

Kitchen and Food
Shared Space and Events Calendar
Alcohol and Drug Policy
Keys and Security
Bathrooms
Guests of Residents
Residents in Relationships
Bulletin Boards
Chores Distributed to Residents by the Meeting

V Property Use Guidelines

Telephone Service
Cable
Buzzer
Laundry Room
Furniture
Room Décor
Wall Use
Radiators
Circuit Breakers
Storage
Bikes
Parking
Carbon Monoxide/Smoke Detectors and Fire Extinguishers

Appendices

1. Resident Host Job Description
2. Meeting Worker Job Description
3. Quaker House Committee Oversight Responsibilities
4. Guest Room Policy
5. Room Contribution Policy
6. Work Contribution Policy and Guidelines
7. Couples Policy
8. Uninvited Visitor Policy

QHC = Quaker House Committee
QHRC = Quaker House Residential Community

I. Introduction to the Quaker House Residential Community (QHRC)

A Brief History: Friends Center is the informal name of the property owned by the Ann Arbor Friends Meeting on Hill Street, including three buildings: the Meetinghouse, the AFSC Office, and Quaker House. The **Meetinghouse** is the home of the Meeting; Friends (Quakers) hold two meetings for worship there on Sunday mornings as well as committee meetings and other gatherings (there and in Quaker House) on Sundays and sometimes on other days. Individual rooms in the Meetinghouse and Quaker House are available on a regular or one-time basis to community groups whose activities are not incompatible with Quaker practice. The small building in the back yard houses the **Michigan Area Office of the American Friends Service Committee (AFSC)**.

Quaker House has had a varied history. From 1955, when Friends purchased it, until 1962, it served as the meetinghouse. For many years it housed an international student cooperative. In 1983, the Meeting discerned that “The purpose of Quaker House is to enrich the life of the Meeting and to carry forward the testimonies,¹ values, and concerns of Friends through outreach to the wider community.” Between 1984 and 1991 Quaker House was home for a refugee family from El Salvador and for a small community of Quakers from the Meeting.

Since 1991, Quaker House has been home to the **Quaker House Residential Community (QHRC)**, a cooperative living community under the care of the Meeting. This community was originally envisioned by the Meeting as:

a small group of people living in Quaker House and exploring what Quaker community means. We feel that Quaker principles such as seeking the Light, speaking to that of God in every person, living simply, and making decisions by consensus are wonderful underpinnings for creating such a community. The group’s exploration may lead it into spiritual sharing and deepening; new ways of working, struggling, and celebrating with each other; and/or providing each other with support and challenge to reach out to the larger community.

The **Quaker House Committee (QHC)** is appointed by the Meeting to oversee and nurture the life of the QHRC (for specifics, see Appendix 3). The **Meeting worker**, a part-time employee of the Meeting, handles building problems and collects room contributions (Appendix 2). The **resident host** is the communication bridge between the residents and the QHC. S/he is expected to attend QHC Meetings and take care of administrative tasks connected with the community (Appendix 1).

¹ The Meeting *Handbook* states, “The principles or inward states of mind which proceed from faith and, we hope, underlie our actions are often referred to as ‘Testimonies.’ They find expression in many Quaker concerns and our witness in the world. One list of Friends’ Testimonies is: Integrity..., Peace..., Equality..., Simplicity..., Earthcare..., and Community...” See *Handbook of Ann Arbor Friends Meeting*, 4th ed., 2007, pp. 2-3.

II. Openings in the Residential Community

Expectations of Applicants: There are no formal restrictions or standards for membership. Individuals who join the Residential Community will need to commit a substantial amount of time and energy to practicing listening with an open heart and mind, speaking their truth honestly and clearly, and being patient with others. While embracing the joys and challenges of community life, members are encouraged to follow their own leadings of the Spirit, to help create fulfilling lives for themselves and for the Community as a whole.

Regular and orderly participation is expected of all residents. The basic responsibilities include cooking, cleaning (chores), payment of room contribution, and attendance at QHRC meetings. Additionally, residents participate in a thrice yearly QHRC clearness meeting. Thirty-day check-in meetings are required for new residents.

Recruitment of New Members: When a resident announces the intention to vacate, all residents, coordinated by the resident host, should publicize the opening. All publicity materials and procedures are subject to approval by the Quaker House Committee prior to circulation, especially the content of new recruitment notices. Previously approved materials do not need to be reapproved.

The Residential Community is asked to address issues of balance, diversity, and harmony when considering applicants, with the understanding that each person brings a unique spirit to the QHRC. Finding compatible people is crucial; recruitment should proceed with sufficient advance planning to avoid vacancies of longer than a month.

The resident host is responsible for mailing and receiving application forms; circulating applications to QHRC and QHC; coordinating the posting of vacancy notices in appropriate locations around Friends Center and the wider community; and placing announcements in the AAFM newsletter and other appropriate media. Dated print and electronic copies of active applications are maintained on file, in chronological order, by the resident host. Applications remain active for six months unless the applicant withdraws. All copies other than those kept in the Meeting office are destroyed after vacancies are filled.

The Dinner Meeting: Promising applicants are traditionally invited to join residents for dinner to get mutually acquainted. At the dinner meeting, residents talk with the applicant and give her/him a tour and sense of the house. The available room(s) may be shown at this time. (Note, however, that current residents have first choice of rooms when vacancies occur.) For some, the process of screening applicants is about establishing a rapport or relationship. Prospective applicants may be invited as often as the residents feel necessary to acquire the needed sense of comfort and fit. Other means of contact and interaction may also be appropriate. After the dinner meeting, unsuitable candidates should be notified, in a kindly manner, that there does not seem to be a good fit with the current household.

The Clearness Meeting: If QHRC members feel that an applicant is a suitable candidate, the resident host sets up a clearness committee of residents and at least two Quaker House Committee members. (A volunteer from the Meeting may serve as an alternate if needed.) The clearness meeting for a prospective applicant should only be scheduled after a firm move-out date has been announced by the exiting QHRC member who is being replaced. Move-out dates may not be changed after a clearness meeting has been held. The resident host convenes the meeting unless a member of the QHC or the QHRC has been asked to do so beforehand. After discussion with the applicant has been completed, s/he is dismissed with thanks, and the clearness committee decides whether to invite her/him to join the Community. The candidate should be notified of the outcome of the clearness meeting within 24 hours, if at all possible.

Prior to the clearness meeting, members of the QHC check the candidate's references, and a report on the references is provided in the second part of the clearness meeting.

III. Resident Participation Guidelines

New Residents: Within a week of their move-in, new residents receive a letter of understanding from the Meeting worker, fill out a member record, receive a mailbox, and are asked to provide a photo for the kitchen bulletin board and write a short introduction for the AAFM newsletter. Too, the resident host provides an orientation including a detailed tour of the property, an explanation of each chore set, and as much information as possible about current community culture and expectations.

Room Contribution: Contributions are due to the Meeting worker on the 1st of every month. Checks and money orders should be made payable to "Ann Arbor Friends Meeting"; the Meeting worker knows the current room rates. Double occupancy costs an additional \$25 per month above the standard room contribution. Contributions increase annually at a rate of 3%, effective each September. Contributions cover use of the room, utilities, household cleaning supplies, toilet paper, and light bulbs.

Work Contribution: Residents are mutually responsible for the execution of household chores on a regular and timely basis. Quality standards are high and attention to detail is crucial. Accordingly, cooperation, organization, and communication are key. While some chores may entail only once-weekly attention, others require ongoing attention throughout the week, depending on traffic in the house, weather conditions, etc. Each resident is expected to devote two to three hours weekly to the completion of chores. If a resident is unable to complete their chores, it is their responsibility to ask for assistance or arrange a trade. The resident host should be notified of any changes to a resident's work commitment and, if needed, will help coordinate a short-term alternative plan. Any difficulties with the thoroughness or completion of assigned chores will first be addressed among the residents at QHRC meetings. Quaker House Committee can help (or intervene) when a resident has ongoing difficulty completing assigned chores.

Hospitality: Residents are expected to provide a “welcoming presence” to groups using the Meetinghouse and the common rooms in Quaker House. “Welcoming presence” means being hospitable and cordial and providing reasonable resources and assistance. Life in Quaker House is, inevitably, less private than in many other living situations, and household demands are not always predictable. However, residents clearly have needs for time and privacy, and it is important that they take these needs seriously and not let the demands of the house take over.

Communication: Over the years, many diverse communities have lived together as the QHRC. Mutual respect for others’ points of view, values, and experiences is essential. It is equally important to speak openly and honestly about your own. Living in community is more successful when people honor and respect differences in opinion, behavior, customs, and cultural values. Conflicts over such differences need to be discussed and negotiated peacefully, in accordance with Quaker process; that is, in a way that does not attack others, and is open to the recognition of “that of God” in every person. There is often more than one good way to do a thing, more than one good opinion, and more than one good social and cultural value.

QHRC Meetings: Residents are expected to attend QHRC meetings, which occur approximately every two weeks, and thrice-yearly QHRC clearness meetings. Quaker process is encouraged, and creativity is welcomed. The community may need to hold more meetings, some requiring a substantial additional time commitment. Examples include meetings for clearness to interview prospective residents, group retreats, QHC meetings, and meetings for conflict resolution. Each resident is expected to participate in conflict resolution and group decisions that affect the community.

Community Meals: QHRC has a standing tradition of sharing evening meals together. This is a primary community-building activity. Residents take turns cooking, though this may be done cooperatively. All residents are expected to participate regularly at meals. Guests are always welcome with prior notice to the cook(s).

Quaker House Committee: QHC meets monthly, sometimes joining the Residential Community for a potluck supper before the meeting. QHC determines general Residential Community responsibilities and is active in the selection of new residents. The committee supports the health of the Community and seeks to make it a vital part of the wider Quaker community, while at the same time respecting its autonomy. Residents are welcome at QHC meetings.

IV. Residential Community Life

Kitchen and Food: Residents have use of a spacious first-floor kitchen. Personal storage space, however, is limited. Residents participate in composting, recycling, and food shopping for staples. Kitchen cleanliness is a high priority. Dishes and counters should be cleaned promptly after use.

Shared Space and Events Calendar: The first floor of Quaker House is used by residents, the Meeting, and community groups. Residents should be aware that some groups need privacy for their meetings (support groups particularly) and should not be disturbed. A weekly calendar of events is posted on the refrigerator.

Alcohol and Drug Policy: All of the Friends Center space is smoke-free and free of illegal drugs. The use of alcohol is not allowed by groups renting the space. Drinking among residents at Quaker House is not prohibited but discretion is encouraged and moderation is expected.

Keys and Security: The Meeting worker issues keys to new residents for their individual room, hallway doors, and exterior doors of Quaker House. If keys are lost, duplicates should be requested from the Meeting worker and a modest replacement fee may be charged. Security is the responsibility of all residents. The doors to the second floor – including the doors leading to the guest room stairwell – should be locked at all times. Doors to the first floor of Quaker House and exterior doors to the Meetinghouse should be locked at the end of each day, and windows locked as temperatures permit. It is essential to keep fire escape doors and windows on the second and third floors locked at all times.

Bathrooms: There are no assigned bathrooms in Quaker House. Any resident can use any bathroom in the building. Many residents, however, have found it useful to mutually agree to select a “primary use” bathroom among those located on the second and third floors. Residents are responsible for the cleaning and sanitation of bathroom areas they use. Frequent cleaning will help keep lime deposits and mildew under control. On occasion, a bathroom may be closed for a brief period for repairs or painting.

Guests of Residents: Guests may stay in resident rooms but occasional use of the Meeting’s guest room for relatives or close friends is permitted when:

1. The guest room use is scheduled in advance with the resident host and is limited to one week. Longer stays require the approval of both QHRC and QHC.
2. The hosting resident must be present during the stay of their personal guest.
3. The resident host will see that the room is ready, but the hosting resident is responsible for cleaning the room, bathroom, and linens when their guest departs.
4. Keys are returned promptly to the resident host.

Close friends or family members are welcome to enjoy this room as guests of the house. Donations toward maintaining the guest room are appreciated, but should be considered a free will gift, not an expectation.

Residents in Relationships: Residents who are romantically involved with non-residents are asked to consider the impact of their relationship on the QHRC. They should maintain their commitments to the QHRC in terms of house meals, house meetings, and chores and be mindful of the effect on the community of frequent partner overnights at Quaker House or elsewhere. (See also Appendix 7, Couples Policy.)

Bulletin Boards: There is a bulletin board on the second floor where important QHRC information is posted. The one in the kitchen is for resident photos.

Chores Distributed to Residents by the Meeting

(QHRC may divide and assign chores as seems equitable)

On the list below, the Meeting places a high priority on attention to public spaces and exterior walkways.

CHORE	CHORE DESCRIPTION
Kitchen	Clean counters, dishes, sinks, stove, and appliances after use
Refrigerators	Clean inside of refrigerators and remove bad food
Floor	Sweep as needed and mop at least once a week
Recycling	Put out recycling for pickup (including library); wash recycling tubs as needed, keep recycling areas clean and organized, return bottles/cans to store
Garbage & Compost	Remove kitchen garbage to dumpster and compost to bin on east side of property (cover compost with leaves or brush)
Linens	Wash, dry, and put away kitchen towels and linens
Dining Room	Dust, mop, empty trash, and clean table and counters
Nursery	Dust, vacuum, straighten toys, and empty trash
Living Room	Dust, vacuum, straighten, and empty trash
Foyer & Front Hall	Dust, sweep, mop, vacuum rug(s)
Library	Dust, mop, remove trash, and straighten
Fireplace Room	Dust, vacuum, mop, straighten, clean door windows, and empty trash
First Floor Bathroom	Clean, restock, and empty trash as needed (2-3 times per week); keep supply closet stocked and organized
Corner Room	Vacuum carpet, empty trash, dust, straighten furniture
Rear Entrance to Quaker House	Mop, dust baseboards, and vacuum as needed (at least once a week); dust radiator periodically; clean door window
Landings, Stairwells, & Upstairs Hallways	Vacuum stairs and dust railings and woodwork on all floors
Resident Bathrooms	Weekly cleaning by those that use them
Guest Room	Residents clean room and bathroom and do laundry after use by personal guests; resident host does at other times
Children's Room	Dust, sweep and mop floor, vacuum rug, straighten toys, empty trash
Laundry Room	Dust, including overhead pipes; sweep, mop, launder rags, empty trash
Snow & Ice	Remove snow and ice from sidewalks around Friends Center. This is a high priority. Apply sand or environmentally friendly ice melt as needed.
Mail Distribution	Sort mail and distribute to mailboxes
Yard Cleanup	Remove dog poop from Quaker House lawn and put in dumpster, patrol grounds for trash on a weekly basis (preferably before Sunday worship), pick up trash from curb and parking lot
Exterior Walkways	Sweep walks near outside doors and both handicap ramps
OCCASIONAL	
Smoke Detectors	Change batteries on all second and third floor Quaker House detectors if asked by the Meeting worker
Room Maintenance	Change storms and screens in own rooms each fall and spring (storing in room when not in use); report maintenance problems to the Meeting worker

V. Property Use Guidelines

Telephone Service: The Meeting has a business phone line for office use. Residents are requested to provide their own phone service. They may make arrangements with the Meeting worker to use the AAFM phone line for a brief period until their phone service is operative.

Cable: Cable television is not provided. If residents want this service, they need to make their own arrangements and pay the cost themselves. A few rooms have cable wiring.

Buzzer: A buzzer is used to gather residents for dinner or meetings.

Laundry Room: Individuals provide their own laundry supplies. Residents should be courteous and remove their laundry promptly from the washer or dryer. If the machines have finished but still contain clothing, washed or dried clothes can be put into a community laundry basket.

Furniture: Residents' quarters come unfurnished. Residents are expected to provide for their own furnishing needs.

Room Décor: Rooms are painted on an as-needed basis, usually between occupancies. All rooms are painted in off-white or beige to be suitable more or less to most people. Requests for repainting may be accommodated, but not for changes in color.

Wall Use: Nails are the preferred method of attaching things to walls in Quaker House. Nails leave a small hole which is easily repaired. Residents are asked not to use tape, which is hard to remove and pulls off the paint around it.

Radiators: Steam radiators throughout the building provide heat. They will not work properly if the radiator valve is turned off, if the radiator top is used as a shelf, or if furniture is placed nearby. The boiler and furnace are serviced annually, which can result in air leaking into radiators, causing them not to heat. To remedy this, each room radiator may need to be "bled for air" by the Meeting worker. Whenever windows are opened during heating season, the radiator valve should be closed (off).

Circuit Breakers: Quaker House has two circuit breaker boxes – a master box in the basement and one in the third floor hallway. Posted on the laundry room wall is a diagram showing which breakers control lights and outlets in the building.

Storage: There are limited storage areas on the second and third floors as well as in the basement for possessions which do not fit in a resident's room. These spaces are very limited and items placed in storage should be neatly organized and labeled with the name of their owner. Unidentified, abandoned, and inappropriately stored items may be disposed of after consultation at a QHRC meeting.

Bikes: Bicycles can be stored in the blue bike shed attached to the AFSC building, or they may be locked to an outdoor bike rack. They should not be locked to railings.

Parking: Free parking is available to residents, guests, Meeting staff, AFSC staff, and those using Friends Center. Onsite parking is limited and availability is on a first-come first-served basis. All others must find street parking, which has a two-hour limit during the day on weekdays. Residents' friends should not park here unless they are visiting Quaker House.

Carbon Monoxide/Smoke Detectors and Fire Extinguishers: Smoke detectors are located in most rooms. They are for residents' protection, so should not be disconnected. Replacement batteries are available from the Meeting worker. Carbon monoxide detectors are located in the second and third floor hallways. They run on electricity and should not be unplugged. Fire extinguishers are located throughout the building. Residents should familiarize themselves with their locations.

RESIDENT HOST JOB DESCRIPTION (adopted March 2010, revised July 2014)

Utilizing Quaker process and encouraging a sense of community, the resident host:

- 1) serves as the liaison between the Quaker House Residential Community (QHRC) and the Ann Arbor Friends Meeting (particularly the Quaker House Committee);
- 2) coordinates chore completion;
- 3) interacts with QHRC applicants and new residents; and
- 4) oversees use of the guest room.

These responsibilities are addressed in detail below.

1. Regular tasks regarding Quaker House Committee (QHC) include:

- Attend QHC meetings and share needs, concerns, problems, and general information about the Residential Community.
- Inform residents of discussions in QHC, decisions and the reasons behind them, and the content of ongoing discussions as they may affect individual residents and the QHRC as a whole.
- Encourage all residents to attend QHC meetings to communicate their concerns firsthand and participate in deliberations and decisions that may affect the QHRC.
- Take on projects that pertain to the resident host position, as they arise from the work of the QHC.

2. a. Regular tasks regarding chore coordination include:

- Maintain a current list of work contributions/chores that are completed by residents. Update the chore rotation for residents, including the Kitchen Patrol (KP) rotation.
- Maintain a current description of chore sets.
- Check that common/public rooms are clean, both weekly and for special occasions. In a timely manner, provide feedback to residents about their assigned chore set.

2. b. Occasional tasks regarding chore coordination include:

- Update QHC about residents' completion of work contributions and seek advice as necessary.
- Encourage residents in "deep cleaning" projects in consultation with the Meeting worker.
- Inventory cleaning supplies and provide a list of needed supplies to the Meeting worker. Organize the cleaning supply closet.

3. a. Tasks regarding QHRC applicants include:

- Facilitate distribution of QHRC fliers and other outreach efforts; arrange for dinners and tours with potential applicants.
- When applications are received, ensure distribution to the QHRC and QHC.
- Ensure that applicants understand the application procedure and receive an updated FAQ document as written and approved by the QHC.

- Ensure that clearness meetings for applicants are set up in a timely fashion and are facilitated.
- Facilitate notifying applicants of decisions regarding their application throughout their application/clearness process.
- Maintain a file of applicants who wish to be considered for future vacancies.

3. b. Tasks regarding new QHRC residents include:

- Ensure that all new residents receive an in-depth orientation. This includes a tour of all areas of Quaker House and the Meetinghouse; explanation of chore systems, location and use of cleaning supplies, and policies regarding locking Quaker House; and one training session of Kitchen Patrol.
- Orient new residents to QHRC culture and elements of Quaker process, and aid new residents in acclimating to the community and its norms. (All residents participate in this process.)
- Have a check-in with each new resident 30 days after move-in date.

4. a. Regular tasks regarding the guest room include:

- Schedule use of the guest room. Confirm details with guests a few days before their arrival. Inform residents of guest(s)' arrival and length of stay.
- Before each guest's stay, check cleanliness of the room and ensure that the guest room information packet is current.
- Arrange for guests to be greeted upon arrival, given keys, shown the guest room info packet, and introduced to Quaker House.
- After each guest leaves, clean guest room and guest bathroom, including linens. (Residents clean the guest room when used by their personal guests.)

4. b. Occasional tasks regarding the guest room include:

- Maintain general usability of guest room. Inform Meeting worker of maintenance requests. Check condition of furniture, linens, and room accoutrements, replacing when necessary.
- Prepare guest room and update guest room description documents for AAFM open house once per year.
- Update photos and guest room description on AAFM website as needed.
- Promote outreach efforts about the guest room to the greater Quaker community.

5. Additional tasks include:

- Maintain a well-organized file system of Quaker House documents in both paper and electronic form.
- Lock up Quaker House and the Meetinghouse each evening, and unlock every morning before the first event.
- Maintain an events calendar for public use, posted in the Quaker House kitchen. This calendar should include the name/group and times when rooms are scheduled for use, including the guest room.

- Meet regularly with the Meeting worker to report maintenance needs, other requests, and the general state of the QHRC.
- Encourage regular QHRC meetings.
- Conduct an annual fire education exercise.
- Call service provider to plow parking lots when accumulated snow reaches four inches.

Time requirement for resident host responsibilities is approximately 10 hours per week. Compensation is free rent in a second floor room. The resident host pays the difference in room contribution if occupying a third floor room.

Appendix 2

MEETING WORKER JOB DESCRIPTION

The Meeting worker is the primary administrator for the maintenance and scheduling of the buildings of the Ann Arbor Friends Meeting, and serves as the onsite Quaker presence for the various groups who share space at Friends Center. S/he holds regular office hours (currently Monday to Thursday, 9:00 to noon)² to provide information about Friends and the Ann Arbor Meeting to the general public, serves as property manager for the QHRC, and provides clerical support to the clerk and Meeting committees.

Specific responsibilities include:

- Scheduling use of the Meetinghouse and first floor of Quaker House by Meeting committees, Quaker House residents, and community groups³
- Janitorial care of the Meetinghouse, except for the Corner Room
- Changing light bulbs
- Coordinating Meeting workday tasks and purchasing supplies for projects
- Coordinating arrangements for contracted work approved by the Property Committee. Informs QHRC when workers will be present in Quaker House and accompanies workers while they work on the second and third floors of Quaker House
- Calling contractors to deal with emergency situations (e.g., sewer backups or floods) or when the situation warrants swift repair
- Undertaking light repairs and painting in Meeting buildings
- Issuing building keys as needed by Meeting officers and Quaker House residents
- Reporting maintenance needs to the Property Committee on a regular basis
- Ordering maintenance and janitorial supplies for both buildings
- Monitoring thermostats
- Meeting regularly with the resident host to review maintenance problems, needs of the Residential Community, and any problems with groups who use Meeting buildings
- Undertaking other chores when time permits: yard work, emptying outside trash cans, disposing of toxic materials, exterior painting, etc.

² The publications coordinator keeps these hours on Friday.

³ The publications coordinator schedules events on Sundays up until 2:00; the Meeting worker schedules events at all other times.

- Assisting with snow shoveling if needed
- Collecting mail for the Meeting, Lake Erie Yearly Meeting, and former residents
- Collecting and processing general contributions and QHRC room contributions
- Meeting regularly with Quaker House Committee, Finance Committee, and Property Committee
- Facilitating communication between committees and helping individual F/friends understand Meeting practices and procedures
- Archiving Meeting records
- Maintaining the Meeting mailing list and publishing the annual directory of members and attenders
- Preparing the annual statistical report for Lake Erie Yearly Meeting

Appendix 3

QUAKER HOUSE COMMITTEE OVERSIGHT RESPONSIBILITIES

The Quaker House Committee is charged with the planning and oversight of three aspects of Friends Center: 1) the Quaker House Residential Community; 2) the use of the guest room; and 3) the use of the Meetinghouse and Quaker House by Friends and outside groups.

The Committee recommends policies for outside groups that meet at Friends Center. Communications and interaction with these groups are carried out by the Meeting worker and the resident host. The Meeting worker advises Finance Committee on the fees for outside groups and keeps QHC informed.

The Quaker House Committee determines general Residential Community responsibilities and is active in the selection of new residents. The resident host and Meeting worker serve ex-officio on the committee, and all residents are encouraged to participate in committee business. The committee promotes communication between the Residential Community and wider Quaker community, while respecting the autonomy of residents and their community life.

Appendix 4

GUEST ROOM POLICY

The guest room is available for a period not to exceed one week (unless permission is granted by the QHC and the QHRC for an extended stay).

Guests do not share meals with residents unless specifically invited.

Guests are welcome to use the kitchen.

The guest room will be clean, with clean sheets and a set of towels, upon guests' arrival. Sheets and towels will not be changed during the guest's stay.

The resident host is responsible for making reservations, maintaining the reservations calendar, and keeping the guest room clean.

The guest room cost at this time (2015) is \$30 per night. The Quaker House Committee reviews this charge annually, as it does resident room contributions.

See also the paragraph "Guests of Residents," under IV. Residential Community Life, for policies regarding the guest room when used by residents' guests.

Appendix 5

ROOM CONTRIBUTION POLICY

Contributions are due on the 1st of the month. Residents are welcome to pay in advance. If a resident is unable to pay by the 5th of the month, s/he should make an acceptable arrangement in advance with the Meeting worker.

Non-payment of room contributions is considered both an individual and community issue. If for any reason a late room contribution cannot be paid in full by the 15th of the month, the Meeting worker may turn the issue over to the care of the Quaker House Committee for prompt consideration at its next meeting. QHC will consider cases according to individual merit and circumstance and will consider all appropriate corrective actions up to and including asking the offending resident to leave the community.

Appendix 6

WORK CONTRIBUTION POLICY AND GUIDELINES

The fulfillment of work contributions is both an individual responsibility and community issue. Chore organization and completion are subject to standards established by the QHC (refer to the chore distribution document).

The resident host is responsible for facilitating (helping, supporting, communicating) the organization and completion of chores within the Residential Community, and in accordance with the standards established by the QHC.

The QHC requests that all work contributions be completed by 10:00 Saturday evening of each week to ensure the readiness of Quaker House for early Sunday Meeting activities. If the Meeting worker notices insufficient chore coverage, s/he communicates this to the resident host, who then speaks to the resident concerned. Chore-related issues that cannot be resolved by the resident host and Meeting worker should be referred to the QHC. The QHC and the QHRC will consider cases on individual merit and circumstance and will consider all appropriate corrective actions up to and including asking the offending resident to leave the community.

Appendix 7

COUPLES POLICY

The QHRC welcomes couples to apply for openings in the community. Each member of the couple should fill out an individual application form, but the couple will be invited together to a meal with the community. If, after this gathering, both the QHRC and the couple remain interested, the couple will continue through the clearness process together, though the clearness meeting may include time for discussion with each member of the couple separately.

If the partner of a current resident applies to join the QHRC, the resident participates fully in the clearness process. Beforehand, QHRC members should listen deeply to understand the resident's perspectives on the relationship and the community, and raise any potential concerns, including the possibility of the community not reaching unity on the application.

Living as a couple within a community adds a layer of complexity to the ongoing dynamic of the community. Honest communication, openness to addressing issues as they arise, flexibility, and patience will foster the most rewarding community life for couples and individuals alike.

The following may be helpful to the QHRC and the couple during the discernment and application process and beyond:

1. The couple should carefully consider whether they need one room or two, taking into account their needs for physical and emotional space.
2. The policies and guidelines in the QHRC Handbook apply to each person individually, and the benefits of living in community extend to both. For example, the entire QHRC can be asked to help cover chores if one member of the couple is ill.
3. For the couple, their relationship will be a community within a community. There may be bumping of boundaries at times and commitments may be difficult to balance. It is important for both the couple and the QHRC to openly discuss any potential concerns they have about both "communities" thriving together.

Appendix 8

Uninvited Visitor Policy

When persons unknown to the residents enter Quaker House, residents should ask if they need help. This establishes an opportunity to explain that Quaker House is a residence and that unless they are attending a scheduled meeting, visitors need an invitation from someone in the QHRC or the Meeting. Quaker House is the residents' home; residents should temper compassion and hospitality for strangers with their own sense of safety and comfort. Residents should not speak for or make commitments on behalf of the Meeting; the Meeting does not provide a warming station or shelter. Resources for homeless persons are posted on the bulletin board in the kitchen. If uninvited guests refuse to leave, other residents, the QHC clerk(s), the Meeting worker, or the Meeting clerk(s) can be contacted; depending on the perceived level of inconvenience or threat to the residents, the police can be called. Information about interactions with any unknown person should be shared with other residents.