

QUAKER HOUSE RESIDENT HANDBOOK

August 2023



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
Subletting

III Resident Participation Guidelines

New Residents
Room Contribution
Renter's Insurance
Work Contribution
Giving Notice Before Departure
Hospitality
Communication
QHRC Meetings
Community Meals
Quaker House Committee

IV Residential Community Life

Kitchen and Food
Large Gatherings
Shared Space and Events Calendar
Alcohol and Drug Policy
Keys and Security
Bathrooms
Guests of Residents
Partners and Friends
Pet Policy
Bulletin Boards

V Property Use Guidelines

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

Appendices

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

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 ICPJ 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 **Office of the Interfaith Council for Peace and Justice (ICPJ)**.

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. In 2017, the Meeting again agreed to offer sanctuary to persons in danger of detention and deportation, and in 2018 accepted a sanctuary guest in Quaker House.

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. They are 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 QHRC clearness meetings as needed. 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, are asked to participate in publicizing 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 sending 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 them 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, they are dismissed with thanks, and the clearness committee decides whether to invite them 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.

Subletting: Wishing to maintain flexibility with sublets, the following describes what has served well as a guide, but should not be considered a fixed policy.

Sublets will normally be limited to three months. For longer periods, see below.

1. For sublets up to 3 months, a shorter application form can be used, the dinner meeting can be replaced by a virtual meeting (e.g., Skype or Zoom), and QHRC can decide whom to invite and for how long, without necessarily holding a clearness meeting or requiring references.
2. For sublets of 3–6 months: Whether to follow the abbreviated process above, or the regular process for long-term residents, will be decided case by case.
3. For sublets of longer than 6 months: Follow the full process for bringing in a long-term resident, including the full application form with list of references, a dinner meeting, and a 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 cover use of the room, utilities, household cleaning supplies, toilet paper, and light bulbs. Double occupancy costs an additional \$25 per month above the standard room contribution (rates available from the Meeting worker). Contributions generally increase annually at a rate of 3%, effective each September.

Contributions are due to the Meeting worker on the 1st of every month. Checks and electronic payments should be made payable to "Ann Arbor Friends Meeting." Residents are welcome to pay in advance. If residents are unable to pay by the 5th of the month, they should make an acceptable arrangement in advance with the Meeting worker.

Non-payment of room contributions is considered both an individual and a 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 circumstances and take all appropriate actions, ranging from forgiving a contribution to asking the resident to leave the community.

Renter's Insurance: AAFM does not provide coverage for renters' personal property. Renter's insurance is recommended but not required.

Work Contribution: Residents are mutually responsible for the execution of household chores on a regular and timely basis. Each resident is expected to devote two to three hours weekly to chore completion. Quality standards are high and attention to detail is crucial. Accordingly, cooperation, organization, and communication are key.

QHRC divides and assigns the chores into equitable sets, which may be adjusted, depending on the number of residents. (A detailed list of chore sets appears in Appendix 8.) 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. *Note that the Meeting places a high priority on attention to public spaces and exterior walkways.*

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. (See also Appendix 5.)

Giving Notice Before Departure: When residents plan to move out, they are requested to give the Meeting worker and the resident host two months' notice. If two months' notice cannot be given, they are expected to pay their room contribution through at least 30 days after announcing a move-out date or until the actual departure date, if that is later. Moving out includes removing all of one's belongings from the property.

Resident hosts are requested to give the Meeting worker and convener of Quaker House Committee three to four months' notice before departure to allow time to identify a new resident host.

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 occasional 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. It is recommended that appliances that produce heat be unplugged when not in use. Residents maintain vegetable garden plots in the backyard.

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.

Large Gatherings: Residents wishing to arrange parties or other large gatherings should first ensure that all residents are aware of and comfortable with the nature of the gathering (e.g., expected attendance, date, starting and ending time, space required, unusual noise levels, etc.).

Alcohol and Drug Policy: All of the Friends Center space and grounds are 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 can 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. Because uninvited persons have occasionally entered rooms from fire escapes, residents should lock doors and windows with access to fire escapes when they are not in their room.

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.

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.

Partners and Friends: Residents are likely to have significant relationships outside the house. Those who are romantically involved with non-residents are asked to be thoughtful about how their relationship may impact the QHRC and their commitments to the Community. They should also be mindful of the effect of frequent absences or partner overnights; the same holds true for frequent or extended visits from friends or family. (See also Appendix 6, Couples Policy.)

Pet Policy: Residents will not be permitted to have pets who shed, smell, produce allergic reactions in residents, make noise, or cannot remain confined. Any request to introduce a pet to the house requires prior approval from the residents. Pets will be evaluated on a case-by-case basis.

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.

V. Property Use Guidelines

Telephone Service: The Meeting has a business phone line for office use. Wall phones in the kitchen and 3rd floor hallway are on the same line as the office phone, and can be used in emergencies. The ringers are usually turned off so that calls to the office won't ring those two phones.

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. Requests for repainting may be accommodated, but not for changes in color.

Wall Use: Small 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 is 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 three circuit breaker boxes – two in the laundry room (basement) and one on the third floor. In general, the box on the third floor has breakers for the upper floors and the two in the laundry room breakers for the basement and first floor.

Storage: There are limited storage areas on the second and third floors as well as in the basement for possessions that 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 ICPJ 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, ICPJ 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.

Fire Safety Policy (approved April 5, 2018): Quaker House residents acknowledge the importance of fire safety in Quaker House to maintain the well-being of all residents, to respect the importance of Quaker House to members of the Meeting and the Ann Arbor community, and because the older structure (balloon construction) of the building and its flammable materials pose an increased danger by allowing fire to spread quickly.

Quaker House residents may burn incense or candles, but are encouraged to do so with thoughtfulness, care, and a watchful eye. Flames should not be left unattended.

Residents should consider using a fire-proof container when burning incense or candles. Other heat-producing products, including but not limited to stoves, ovens, and toasters, should be monitored when in use. It is also recommended to unplug electric appliances when not in use.

Fire drills should be conducted as soon as possible when new residents move in and at least once every twelve months. They include the following steps after a time for the drill has been designated:

- 1) Residents will be in their rooms (to ensure smoke detector alarms are discernable from their room).
- 2) Resident host(s) will set off the smoke detector alarm.
- 3) Residents will use the appropriate exits and gather behind the ICPJ building.
- 4) A discussion of any issues related to evacuation can be held immediately or at the next House meeting. Any issues will be reported to the Quaker House Committee.

If the smoke alarm is set off by cooking, the cook should ring the dinner buzzer three times to let other residents know of the false alarm once the alarm has stopped.

Fire extinguishers are located in the following areas: 1) in the basement by the stairs near the back door to Quaker House, 2) in the kitchen next to the door to the dining room, 3) in the library next to the stairs, 4) on the second floor between rooms 4 and 5, and 5) on the third floor next to the stairs. Residents should familiarize themselves with their locations.

Fire escapes and routes to the fire escapes (on the 2nd floor porch and in rooms 6, 7, and 8) should remain clear of any residents' belongings including plants and pots.

Carbon Monoxide and Smoke Detectors: Smoke detectors are located on every floor and in each bedroom. 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.

RESIDENT HOST JOB DESCRIPTION (adopted March 2010, last revised March 2021)

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 fire exits and fire extinguishers and conduct a fire drill. See *“Fire Safety Policy” in Section V.*
- 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 occasional AAFM open houses.
- Update photos and guest room description on AAFM website as needed.

5. Additional tasks include:

- Maintain a well-organized file system of Quaker House documents in 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 drill.
- Call service provider to plow parking lots when accumulated snow reaches four inches.

The time requirement for resident host responsibilities is approximately 10 hours per week. The host's financial contribution is waived if they occupy a second floor room; if they occupy a third floor room, they are asked to pay the additional contribution requested for a larger room.

The work of the resident host may be split between two residents in whatever proportion the two find unity. In this case, the waiver of room contribution is determined proportionately.

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. They hold regular office hours (currently Monday to Thursday, 9:00 to noon) to provide information about Friends and the Ann Arbor Meeting to the general public, serve as property manager for the QHRC, and provide 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 groups
- 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. Inform QHRC when workers will be present in Quaker House and accompany 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(s) 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.
- 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 and Property Committee
- Advising Finance Committee on the fees for outside groups and keeping QHC informed.
- 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 Quaker House Committee reviews the residents' room contribution and the guest room rates annually.

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 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 is \$30 per night.

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

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, Appendix 8).

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, they communicate 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 resident to leave the community.

Appendix 6

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 7

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.

Appendix 8

QHRC Chore Lists

In this section are the cleaning details for each chore set. There is one page per chore set – at the top of each page is a general description of the chore set, followed by more precise tasks below. Most items on these lists are expected to be accomplished at least once a month.

Chore rotation procedure: Residents should finish a “deep clean” of their chore set close to the end of the month. Once complete, the resident marks an “X” on the white board chart on the 2nd floor landing and texts the resident following them to let that resident know the chore set has been passed on. If any part of the chore set is not completed, the two residents can discuss how to resolve the situation.

If you have questions or suggestions, please talk to the Resident Host or bring it up at a House meeting.

Chore sets:

#1 – Dining room, recycling, and staples

#2 – Living room and grounds patrol (north and east)

#3 – Fireplace room, library, front entry, and front hall

#4 – Residents’ stairs and hallways, first floor bathroom, mail

#5 – Basement, rear entry, stairwells, and grounds patrol (west and south)

#6 – Nursery and corner room

Chore set #1: Dining room, recycling, and staples

This chore set is threefold: to take out the recycling, to do the “staples” shopping for the month, and to maintain the cleanliness of the dining room. This includes **vacuuming/sweeping and mopping of the floor, repositioning of the furniture, wiping the table, and emptying the trash** as well as the maintenance of dining room’s cleaning details as denoted on the following comprehensive chore list:

Dining Room:

Dust ceilings

Dust cup cabinet (top and sides)

Dust/clean radiators

Dust mantel

Dust objects on mantel

Dust windowsills and top of windows and removal of cobwebs

Dust/clean top of coffee & tea table

Dust under tables

Dust light fixtures

Dust trim (along baseboards)

Recycling – Whenever the kitchen recycling bins are nearing full, please empty these bins into the recycling outside bin.

Staples – Although staples fall under the responsibility of this chore set, any resident is welcome to replenish staples and reimburse themselves at any time.

Chore set #2: Living room and grounds patrol (North and East)

This chore set is twofold: to fulfill the obligations of grounds patrol (or snow patrol in the winter) and to maintain the cleanliness of the living room. This includes **vacuuming, sweeping and mopping of the floor, repositioning furniture, and emptying the trash** as well as the maintenance of living room's cleaning details as denoted on the following comprehensive chore list:

Living Room:

Vacuum carpet, including behind and under couches

Shake cushions

Dust ceilings

Dust under benches

Dust bench arms

Dust mantel

Dust artwork

Dust bookshelves

Dust TV cart

Dust/clean radiators

Dust windowsills, including the top

Clean table (both levels)

Clean lamps: shade and base

Dust trim (along baseboards)

Grounds patrol:

You are responsible for the north (front) and east (compost and Fellowship Room) sides of the property. Tasks include: sweeping the walks and picking up trash from grass, bushes, etc. Please keep the ramp clear of fallen twigs, branches, and other debris that impede wheelchairs. Check ramp after wind/rain.

During snow season, the two house members on snow patrol ensure that snow is removed promptly and thoroughly from sidewalks, and coordinate with Resident Host on parking lot snow removal calls.

Chore set #3: Fireplace room, library, front entry, and front hall

The task of this chore set is to maintain the cleanliness of front entry, front hall, library, and fireplace room. This includes **vacuuming, sweeping, and mopping of the floor, repositioning furniture, and emptying the trash** as well as the maintenance of these rooms' cleaning details as denoted on the following comprehensive chore list:

Front Entry:

- Dust ceilings
- Dust top and side of bench
- Dust walls/doors
- Dust windows

Front Hall:

- Dust light fixture
- Dust trim (along baseboards)
- Dust ceiling

Library:

- Dust ceiling
- Dust bookshelves (including the top!)
- Dust shelf/table above radiator
- Dust under shelf/table above radiator
- Dust/clean radiator
- Empty paper recycling
- Dust desk (top and sides)
- Clean chairs
- Dust lamp(s): shade and base
- Dust window frame

Fireplace room:

- Dust lamps: shade and base
- Dust light fixture above large table
- Dust/clean radiators
- Dust mantel
- Clean glass on swinging door
- Dust windowsills including the top of the frame
- Clean tables
- Dust under tables
- Dust ceilings
- Dust baseboards
- Clean behind and under bench

Chore set #4: Residents' stairwells and hallways, first floor bathroom, mail

The task of this chore set is to maintain the cleanliness of the 3rd and 2nd floor hallways and stairs, the 1st floor stairwell, and 1st floor bathroom. This includes **vacuuming, sweeping and mopping of the floor and carpet, cleaning of the bathroom sink and toilet, resupplying bathroom supplies, and emptying the trash** as well as the maintenance of these areas' cleaning details as denoted on the following comprehensive chore list:

1st floor stairwell:

Dust light fixtures

Dust ceilings

Dust railings

Dust under bench

Dust windowsills

Vacuum stairs

1st floor bathroom:

Wash soap dishes

Wash mirror

Wipe outside of toilet

Dust top of cabinet

Dust/clean radiator

Dust under sink

Dust windowsills, including the top of the frame

Dust artwork

Dust top of paper towel dispenser

Dust tile ledge

2nd floor hallway and stairs to 3rd floor:

Dust ceilings

Clean mirror

Dust & organize shelf by dry-erase board

Dust around bulletin board

Dust behind fire door

Dust tech shelf (where internet router is)

Dust railings

Dust windowsill

Vacuum

3rd floor hallway:

Dust ceilings

Dust behind fire door

Vacuum

Daily mail distribution

Do not leave in mailbox overnight!!!

Chore set #5:

Basement, rear entry, stairwells, and grounds patrol (west and south)

The task of this chore set is to maintain the cleanliness of the basement and rear entrance hallway. This includes **sweeping and mopping of the floor, vacuuming the rugs, organizing clutter in the basement, and emptying the trash** as well as the maintenance of the basement and rear entrance's cleaning details as denoted on the following comprehensive chore list:

Storage area: Empty dehumidifier whenever full (it will stop running when full). In the warmer half of the year, check it every day; it can fill up in two days or less. In the cooler half of the year, the basement stays dry enough without it.

Rear entry/hallway:

Dust ceilings

Dust/clean radiator

Dust under door ledge (by office door)

Dust under stair ledges

Dust/clean little door

Dust around bulletin board

Dust railing

Dust ceiling (pipes)

Dust under tables and sink

Dust and clean detergent shelf

Dust and clean top of hot water heater

Clean tops of tables

Dust and clean tops of washer & dryer

Clean the sink, including edges; faucets and pipes as needed

Main basement stairwell:

Clean stairs

Dust ceiling (pipes)

Dust railing

Dust baseboard

Closet stairwell to basement:

Clean stairs

Dust ceiling

Dust railing & baseboard

Basement hallway:

Dust ceiling (pipes)

Dust walls/cabinets/file cabinets

Monthly

Clean floor by window and beneath detergent shelves

Clean floor behind/beneath the counter (roll it away from the wall a bit)

Clean walls if stuff gets splashed on them

Laundry room:

Dust and clean top of freezer & fridge

Water plant(s)

Grounds Patrol:

You are responsible for the south (rear) and west (long sidewalk) sides of the property. Tasks include: sweeping walks and picking up trash, etc. Please keep the ramp clear of fallen twigs, branches and other debris that impede wheelchairs. Check ramp after wind/rain. **During snow season**, the two house members on snow patrol ensure that snow is removed promptly and thoroughly from sidewalks, and coordinate with Resident Host on parking lot snow removal calls.

Chore set #6: Nursery and corner room

The task of this chore set is to maintain the cleanliness of the nursery and the corner room. This includes **vacuuming and sweeping of the floor and carpet, repositioning furniture/toys, and emptying the trash** as well as the maintenance of these rooms' cleaning details as denoted on the following comprehensive chore list:

Corner Room:

- Dust ceilings (including light fixtures)
- Dust artwork
- Dust/clean bookshelves
- Water plants
- Dust windowsills
- Clean table & chairs
- Shake cushions
- Vacuum under cushions on arm chairs

Nursery:

- Vacuum behind & under large objects
- Dust changing table
- Dust all windowsills (exterior and interior)
- Dust toy shelf (for obvious cobwebs)
- Dust heater (along baseboard)
- Dust ceiling