Committee to Revise the Guide to our Faith and Practice Report to SAYMA Yearly Meeting 2016 May 25, 2016

Since the 2015 Yearly Meeting, the Committee to Revise the Guide to our Faith and Practice has met 4 times in September, November, February and May at the West Knoxville Meetinghouse.

We recommend approval of a "fast track" process for revisions that are required by factual changes. Examples of these might be names of committees, revised committee descriptions minuted by them or new committees approved by the Yearly Meeting. These events usually have minutes that the YM already has approved, so there is authorization already given for these changes. (See minute below on page 2 of 2)

We have completed our initial revision of the queries. We still have to decide how to group the queries we have and then determine what topics of importance may be missing. The committee will be sending the entire queries section to the Monthly & Preparatory Meetings after we complete our work.

Our next meeting is scheduled in August at the Berea Meetinghouse.

The committee thanks the Yearly Meeting and Monthly & Preparative Meetings for their patience. The Spirit is moving at just the right pace.

For the Committee: Free Polazzo, Clerk

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## SAYMA Committee to Revise the Guide to our Faith & Practice; November 20, 2015

Minute on how changes of fact are to be made in the guide. The idea is to make these changes without the lengthy process of waiting for a revision committee to be formed every year or an examining committee every ten years. The Committee approved the following addition to the Guide:

## Revision of the Guide when a fact changes:

There are changes of fact that happen from time to time. Examples include name change for a committee or a change to the list of Representatives to Wider Quaker Organizations or changes in the job description of YM staff. There will be minutes from SAYMA committees that identify and approve these changes. These minutes will be the catalyst for changing the guide as follows:

## The SAYMA Administrative Assistant (AA)

- 1. Creates a report that explains the changes of fact to be made to the Guide and then submit the report to the next Representatives & Yearly Meetings.
- 2. Makes the changes contained in the report in the book version of the Guide published on line.
- 3. Create a new PDF version of the Guide and e-mails it to the SAYMA website manager.
- 4. Sends the report with the changes of fact to the Guide to the editor of the Southern Appalachian Friend.

<sup>\*\*\*</sup> Recommend that this process be placed after the first short sentence on page 6 of the Guide\*\*\*