

Teen Program Handbook
of
College Park Quarterly Meeting [CPQM]

as adopted by CPQM Teens on 1/17/2015

and by the CPQM Teen Program Committee on 8/20/2016

and by CPQM Ministry & Oversight Committee [M&O] on 8/29/2015

Preface

This handbook contains the College Park Quarterly Meeting [CPQM] Teen Group principles and procedures for use by CPQM Teens and adults who work with them.

The CPQM Ministry & Oversight Committee [M&O] expects that this Handbook will apply to all teen events sponsored by Committees, Meetings, and Worship Groups of the Quarter. Events such as camp-outs and trips, whether one day or many, local or out of the country, should be planned and conducted with the same care for safety and self-governance of the Teens as Quarterly sessions themselves.

This handbook is organized to assist the groups of people who use it. The first section is intended for all CPQM teens, particularly those new to Quarterly Meeting. The second section is additional information for the teen clerks and program planners. The third section contains the job description for members of the Teen Program Committee. The fourth section is information about finding and informing FRAPs [Friendly Responsible Adult Presence.] An appendix of sample CPQM registration forms, permission and medical forms, agendas, menus, etc. has been placed in a separate document.

Acknowledgments

CPQM Teens are deeply grateful to Baltimore Yearly Meeting Young Friends [teens] for their handbook and practices on which much of this handbook is based. Thank you for your inspiration and for paving the way for us! Also this process has benefited from the experiences of many Friends as campers, counselors, and support staff at the Ben Lomond Quaker Center Summer Youth Camps.

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Introduction to CPQM for Teens

College Park Quarterly Meeting (CPQM) Teens is a group of members and attenders of the Religious Society of Friends from Northern California and Nevada, ranging in age from thirteen to eighteen. All interested young people who are thirteen through eighteen years old, during the calendar month that the quarterly meeting gathering takes place, are invited to join CPQM Teen Program activities. The programs offer CPQM teens the opportunity to take an active part in the affairs and concerns of the Society of Friends. CPQM Teen activities are generally planned to include fellowship and fun along with spiritual and intellectual stimulation. CPQM Teens promote individuality and unity in the community.

College Park Quarterly Meeting (CPQM) is made up of monthly meetings and worship groups of the Religious Society of Friends, primarily in the northern parts of California and Nevada. Each year, CPQM holds three quarterly meeting gatherings in which Friends get together for meetings for business, workshops, interest groups, and fellowship. The Fall Quarter meets in October, at Sierra Friends Center. The Winter Quarter rotates among the large meetings around the San Francisco Bay Area and meets in January. The Spring Quarter meets in May at Ben Lomond Quaker Center. Each meeting is on the weekend of the third Sunday of its month.

During the summer, Friends from CPQM, Southern California QM, and other meetings join together for a week at Pacific Yearly Meeting's annual session. Teens there participate in the Junior Yearly Meeting (JYM) program.

Quarterly Teen Gathering

The CPQM Teen gatherings meet as part of the Quarterly Meetings (QMs). Spring and Fall Teen gatherings run for the full QM weekend, from Friday evening arrival to Sunday afternoon departure, including overnights. At Winter QM, the Teen Program may organize to stay overnight before or after the day-long QM.

While CPQM Teen gatherings have dedicated space during QMs, meals are shared with the CPQM community and there is much opportunity for interaction.

The CPQM Teen Program may sponsor teen or intergenerational gatherings at other times during the year. The process for Winter Quarter [see Table of Contents] will be used and adapted as needed for gatherings sponsored by CPQM or its committees and not held as part of CPQM Spring and Fall gatherings. This process may also serve as a model for preteen or intergenerational gatherings under the care of CPQM. Monthly meetings and worship groups are encouraged to use this process in gatherings they sponsor.

Community Expectations

During quarterly meetings teens are expected to participate in activities of the Teen Program and/or CPQM and not leave the gathering without appropriate permission. This includes participating in QM meal preparation or cleanup and in final cleanup on an equal basis with the adult participants. Extensive separation from the larger group, by an individual or more than one person, is discouraged, as it can inhibit the group's sense of community.

In order to ensure a safe, fun, and healthy community no illegal drugs (including tobacco or alcohol) may be brought to or used during any CPQM Teen gathering. Individuals struggling with addiction to tobacco must make arrangements with the designated FRAP (Friendly Responsible Adult Presence). Sobriety and sexual abstinence are always expected from each member of the group, so that everyone may have a sense of safety and trust. Violence is not acceptable during CPQM Teen gatherings.

Teens whose behavior is disruptive will be counseled by the FRAPs. Teens violating community expectations will be asked to meet with the Session Committee and an available member of the CPQM Ministry and Oversight Committee. Resolution may include asking individuals to leave a gathering and/or participate in a clearness process before attending future gatherings.

At each separate gathering, the community guidelines are written and agreed to by the teens on Friday night, to structure the weekend so that each individual has clarity on what behavior is appropriate.

When a parent or guardian is not at any portion of a Quarterly Meeting, participants under age 18 must be sponsored by an adult attender who is normally required to be a person 25 years of age or older. Parents or guardians must sign and submit the necessary forms during their registration process of their child. Any arrangement for teens to leave a gathering early or stay after must be approved by the parent, guardian, or sponsor and communicated to the Teen Program Committee clerk. Transportation of teens to and from all Teen Program gatherings is the responsibility of parents, guardians, and/or sponsors.

Registration for Fall and Spring CPQM Teen gatherings is done through the CPQM Registrar. The Teen Program Committee appoints a separate registrar for the Winter Quarter gathering or any other gatherings organized under the care of the Teen Program Committee.

A completed registration includes registration form, medical/permission form, and payment or scholarship approval. No teen can participate in a CPQM Teen gathering without completed registration, including medical information, parent/guardian signatures, and contact telephone numbers.

Financial Assistance

Financial assistance can come in the form of a waiver of all or part of the fees for attending a CPQM Teen gathering. Those seeking financial assistance should first request it of their own Monthly Meeting. After that, if need remains, they should contact the Clerk of the Teen Program Committee who will confer with the committee and jointly approve or deny the request. If financial assistance is approved, the Clerk will forward the information to the CPQM Registrar and Treasurer.

Part of why we come together at QM sessions is to be with one another in spiritual community, and to learn and practice Quaker ways of interacting and of making decisions, otherwise known as “Quaker process.” Teen meetings for business are one opportunity to experience this, as is attendance at plenary sessions, and participation in worship-sharing groups organized by CPQM Ministry & Oversight Committee. Teens are expected and encouraged to take part in some or all of these activities as part of the Teen Program at each session.

Teen Program Structure

Teen Program (ages 13-18 years) participants will stay in a single sleeping area supervised by at least one FRAP (Friendly Responsible Adult Presence) at all times. Preferably there will be two night-time

spaces, one for sleeping and one for those staying up late before moving to the sleeping space. The group bed times are decided at the first business meeting. Traditionally the latest bed time is between midnight and 1:00 AM. During sleeping hours, all present will be allotted their own little "yard" (at least 3 feet of personal space around each person) in order to foster safety and comfort. Teens share meals and most activities with the whole Quarterly Meeting and have other meetings for business and activities on their own. Teens will be asked to bring a camping pad, sleeping bag, pillow, and clothes and walking shoes that are fine to get dirty or wet during the service project. Teens are expected to either participate in the teen program or to be under supervision of a parent, guardian, or adult sponsor.

The number of clerks and the program structure may vary according to the size and the experience of the entire teen group.

Typically, there are three teen clerks. As part of the Planning Committee, they participate in planning Quarterly Meeting. During business meeting, one serves as presiding clerk, one as recording clerk, and one is there to elder, or hold a worshipful space. They rotate positions every business meeting or as they feel comfortable. If two people would like to share the role of presiding clerk or if only two clerks are present, they may ask someone else in the room to elder.

Up to three teens may serve as members of the planning committee without being clerks. They participate in planning meetings and conference calls. If not all of the clerks are present at Quarterly, a member of the planning committee can step in to elder, or if need be, serve as recording clerk.

Teen Clerks are typically nominated and approved at a Teen Meeting for Business at the May CPQM sessions. A committee may be named to bring nominations to that business meeting or the business meeting may handle the whole process.

Meeting for Worship on the Occasion of Business (Meeting for Business)

Meetings for Business begin and end with worshipful silence and are held in a spirit of worship. This does not mean that they should be overly solemn or devoid of humor. Quaker process is based in the responsibility to seek truth rather than the right to speak, but the voice of every individual is important. The goal is reaching unity in the sense of the meeting. CPQM Teens seek to achieve this unity before recording decisions.

When a matter for decision is placed before the Meeting for Business by the Clerk or any other member, all who feel concerned to express their points of view should be heard. The Clerk should make sure that points of view are clearly stated, so that the Meeting may have what it needs to arrive at a right decision. The Clerk should test the sense of the meeting early and often in the discussion so that unity can be reached more easily. When it appears that there is general unity in the meeting, the Clerk states what appears to be the sense of the meeting. If the members approve, a minute expressing the sense of the meeting is immediately written by the Recording Clerk. It is read, revised if needed, and approved before the close of the session.

The following have been found useful when difficult issues arise during Meeting for Business:

- ◆ ask for a period of worship
- ◆ have worship-sharing on the issue and then return to Meeting for Business
- ◆ appoint an ad hoc committee to return with a recommendation
- ◆ lay over a topic for seasoning and bring it to a future session

- ◆ ask for advice from the Teen Program Committee or CPQM Ministry and Oversight Committee.

Planning Meetings

The Teen Program Planning Committee consists of two of the members of the CPQM Teen Program committee, one or more teen representatives, and one or more FRAPs. Meeting on a Saturday morning or Sunday afternoon in the Bay Area has worked well for planning meetings. Other teens are welcome to attend. Planning meetings are usually held about 6 to 8 weeks before each Quarterly Meeting in coordination with the CPQM Clerks' Planning Committee. The Teen Program Committee Clerk and at least one teen representative (typically a clerk) attend that CPQM Clerks' Planning Meeting and report back.

Additional planning steps include:

- ◆ The committee plans the schedule for the Teen Program at the upcoming quarterly meeting session.
- ◆ One of the teen clerks reaches out to teens in the quarterly meeting encouraging them to register for quarterly meeting.
- ◆ The Teen Program Committee clerk or a designated member contacts the CPQM arrangements clerk about space for meeting, sleeping, recreation, and worship-sharing.
- ◆ One or two members are delegated to organize getting-acquainted activities which take place early in the gathering.
- ◆ Arranging for the purchase of night-time snacks for teens.

The Google doc: Quarterly Meeting Teen Program Planning Tool serves as a helpful planning guide.

https://docs.google.com/spreadsheets/d/1QrbzH9Z2Wa4_PaZL75WOYTfJGQ9bMqcGYGpFeZargVE/edit?usp=sharing

Planning Advice

Things that have become customary and work well at CPQM Teen gatherings:

- ◆ Meeting for Business on Friday night including:
 - ✓ name games or other community building activities
 - ✓ orientation to the site, the schedule, and the Program
 - ✓ explanation of full community expectations
 - ✓ creating Teen Program community agreements
- ◆ Attendance at opening Meeting for Worship and roll-call on Saturday morning;
- ◆ A teen program session between roll-call and Saturday lunch;
- ◆ A teen-sponsored intergenerational interest group;
- ◆ Service projects on-site at Spring and Fall QMs;
- ◆ Time for physical activity, such as intergenerational games
- ◆ Participation in Family Night at the Fall and Spring QMs;
- ◆ Evaluation of the Teen Program session and the writing of a report to share at the closing plenary on Sunday morning.

Winter Quarterly Meeting - differences

- ◆ Members of the Teen Program Committee offer a clerking workshop for the teens on Friday night
- ◆ Teen Program Committee organizes dinner on Saturday night for teens and usually invite all QM participants.
- ◆ Skating, or other Saturday night activity following Winter Quarter;
- ◆ Teen Program Committee sponsors an extension of the Teen Program through the rise of Meeting for Worship at the host meeting.

Session Committee

Each teen gathering has a Session Committee composed of FRAP's and the Teen Program Committee members present at that gathering. The responsibilities of the Session Committee members are to:

- ◆ help the teens with resources and information to facilitate the planning;
- ◆ meet at the beginning of each gathering to orient new FRAPs and review plans;
- ◆ help with welcoming newcomers into the community;
- ◆ read and explain the expectations for the teen community;
- ◆ act as an advisor, providing agenda planning support and mentorship to the teen clerks;
- ◆ assist the Teen Clerks in conducting the business of the group;
- ◆ assist the committee clerk and teen clerks with announcements to CPQM plenary sessions;
- ◆ assist the Teen Clerks in making and communicating schedule changes to the adult program;
- ◆ oversee the welfare of the group;
- ◆ nurture the sense of the community within the group by being a role model;
- ◆ appoint clearness committees as needed;
- ◆ motivate teens to get to scheduled activities on time;
- ◆ motivate community effort for clean-up as needed;
- ◆ arrange for an adult to wait after the gathering until the last teen is picked up;
- ◆ participate in any post-QM evaluation session;
- ◆ help get receipts for reimbursement to the CPQM Treasurer.

In addition, the Session Committee may convene with two or more Teen Clerks to deal with disruptive behavior or other circumstances that threaten the well-being of the community. Any attender who exhibits inappropriate behavior at a CPQM Teen function will meet with the Session Committee and an available representative of the CPQM M&O Committee. Before attending a future gathering, this person may be required to meet with the Teen Program Committee or a clearness committee appointed by it.

Finances/Budget

College Park Quarterly Meeting provides financial support to CPQM Teens to cover the costs of committee travel, copying, mailing, program supplies, snacks, admissions for special events, and FRAPs' registration fees. The Clerk of Teen Program Committee can get cash advances from the CPQM Treasurer or submit receipts for reimbursement. For gatherings where some or all meals or lodging are not part of QM registration, a set fee or requested donation may be requested and payable to CPQM.

Information for the Teen Program Committee

Membership of the Committee

The CPQM Teen Program Committee is composed of 5 adults. The Clerk or Assistant Clerk of CPQM is welcome as an ex-officio member.

All members are nominated by the Quarterly Meeting Nominating Committee and are approved during a plenary session of the Quarter. The currently standing CPQM Teen Program Committee may make recommendations to the Nominating Committee of qualified adults.

Adult members of the Teen Program Committee serve for three-year terms. All terms begin at the close of the Spring Quarterly Meeting. Either two or three adult members have terms ending each year. Members of the committee may be appointed for a second consecutive term.

The Clerk of the committee is nominated from among the committee members by the Nominating Committee and approved by CPQM for a one year term and may be appointed for a second term.

Committee Responsibilities

The Teen Program Committee encourages teen leadership and supports teens in taking the initiative and responsibility for planning and carrying out the teen agenda at CPQM. Committee members mentor and work with the Teen Clerks to ensure that CPQM Teen gatherings are fun, fruitful, and safe. The committee finds the FRAPs for gatherings. It takes care of buying snacks and planning meals not provided by CPQM. The Teen Program Committee gathers for planning meetings about 6 to 8 weeks prior to each Quarterly Meeting. Two adults participate in a follow-up gathering and in conference calls with the FRAPs and Teen Clerks for more detailed planning.

The Teen Program Committee reaches out to find FRAPs. One member is delegated to contact FRAPs and ensure that enough FRAPs are signed up to be present and that the FRAPs know what is expected of them.

The Clerk of the CPQM Teen Program Committee schedules meetings of the committee, presides at them, and keeps a record of committee actions. The Clerk coordinates planning for gatherings with the CPQM Planning Committee and the CPQM Teen Clerks. The Clerk works with the CPQM Treasurer to provide any cash advances necessary for food or supplies. The Clerk consults with CPQM Teen Program Committee and Teen Clerks about requests for financial assistance and forwards approved requests to the CPQM Treasurer and Registrar.

Although College Park Quarterly Meeting meets for only one day (Saturday before the third Sunday in January) for Winter Quarter, the CPQM Teen gathering may continue to Sunday. This post-QM gathering operates on a separate basis from the Teen Group that meets during the Winter QM. It will have fees, meals, registration procedures, and activities. It has ranged from 15 to 30 people including adults.

Schedule and Activities

The Teen Program Committee plans an optional intergenerational dinner after closing worship on Saturday. The Teen Group participates in that and the teen schedule begins after dinner. Activities usually end after worship with a nearby Friends Meeting or Friends Church. The four-year rotation of

location for Winter Quarter may make possible a Saturday evening activity uniquely available in that location. Any cost for the activity is included in the Teen Program registration fee. The committee will plan and coordinate transportation to activities if necessary.

Registration

The Teen Program Committee estimates the costs of the weekend, depending on location, meals, and activities planned, and projects a cost per participant to come up with a fee schedule. A registrar is designated and a registration form is developed. Parents must mail or email preliminary registrations to the Teen Program registrar who works with the CPQM Registrar to check teens in and collect consent to treat, liability release, and medical history forms, and payment upon arrival. Checks are to be made out to CPQM and forwarded to the CPQM Treasurer.

Space Arrangements

The Teen Program Committee contacts the host meeting to see what facilities are available for the Teen gathering. Often the Meetinghouse can be used, or there may be a space nearby that is being rented for the QM. The host meeting's contact person to help families of teens find overnight hospitality.

Meals

The Teen Program Committee designates one or two people to plan, buy, and prepare food. Saturday lunch is provided by CPQM. The host meeting may wish to cooperate in Sunday breakfast and/or lunch. Everyone is expected to participate in meal preparation and cleanup.

Friendly Responsible Adult Presence (FRAP)s

The Teen Program Committee will recruit Primary and Relief FRAPs. Two Primary FRAPs will be on duty the whole weekend. The Relief FRAPs would fill in as needed and /or sleep in the rooms. This could produce better continuity of knowledge and awareness of any issues throughout the weekend.

Finding FRAPs

The Teen Program Committee has the responsibility for recruiting and approving FRAPs for each gathering; however, any teen is encouraged to recommend names for FRAPs to the committee. An adult interested in being a FRAP should contact the committee. A FRAP letter should be sent to them by the clerk.

FRAP Qualifications and Responsibilities

Any adult age 21 or older may apply to be a Friendly Responsible Adult Presence (FRAP) by sending an application to the Teen Program Committee Clerk. The Clerk will interview, and share applications with the CPQM Teen Program Committee, and if the applicant is approved, will invite FRAPs to serve for the upcoming quarterly meeting. A FRAP can be recommended to the committee or by any CPQM teen or member of the committee. FRAPs should be willing to spend time and energy with teens for a significant portion of the gathering, and there should be 2 or 3 FRAPs present at all times. Transporting teens in motor-vehicles for offsite activities must be done by a pre-approved driver with a valid driver's license in a currently registered and insured vehicle. (See appendix for driving approval form).One

FRAP and one teen should never be together out of sight of other teen or adult participants in the gathering.

FRAPs have a responsibility to support appropriate behavior among teens. Any FRAP concerned with the behavior of teens should voice their concern with the teens themselves in a respectful and open way and should also discuss such concerns with other members of the Session Committee. If necessary, a Session Committee meeting will be called.

Primary FRAPs accept specific responsibilities during a gathering. At least one of the Primary FRAPs will ordinarily be one of the adults on the CPQM Teen Committee. This role may be shared between two adults. The responsibilities are as follows:

The Primary FRAP will:

- ✓ See that all teens register when they arrive with fully completed and signed medical information and consent forms, and sponsor forms if applicable;
- ✓ Be aware of the location of the consent medical forms and a first aid kit, and that medical forms are taken on field trips;
- ✓ Act as a mentor to teen clerks as they create their business meeting agendas, and attend business meetings;
- ✓ Make a written report of any concerns, accidents, injuries, or unusual incidents. If an unusual incident or accident is serious, have one or two witnesses sign the report. Keep a copy and send the original to the clerk of CPQM Ministry and Oversight.

Expectations

The community expectations on page 3 are to be followed and additional expectations may be added to by decision of the gathered group during the first meeting for business.

FRAPs are not expected to make group meals or snacks or be responsible for cleanup, however their partnership with the teens is strongly encouraged. FRAPs should remember that while their presence is important and necessary, particularly in case of emergency, the teens should be given every opportunity to exercise leadership and decision-making. Primary FRAPs participate in the teen activities throughout the weekend and should expect that they may be awake until about 2 am or until the “lights out” time that is designated in the Community Expectations discussion.

A Message to FRAPs

Diversity of character and age among our FRAPs is important to our teens. It is helpful for young people to have adults in addition to their parents with whom to share ideas, thoughts, and concerns. Teens value your addition to the community as an individual and as an elder. While at the gathering, please come to Session Committee meetings and join in activities.

Please look over information about Community Expectations and the Session Committee in the CPQM Teen Program Handbook. CPQM Teens try to adhere to positive standards of behavior that strengthen and preserve our community. We work to have all CPQM Teens develop a commitment to this and try to take the leadership, with the advice of FRAPs, in handling any concerns that arise.

As a FRAP, you are not a boss or a servant, but are expected to take an equal part in community chores such as meal-prep or clean-up. Sometimes a FRAP will have a management responsibility in an area such as food, transportation, or a special project. A FRAP over 21 with valid driver's license and insurance may drive teens to off-site activities. One of the Primary FRAPs at each gathering will assume responsibility for permission forms and medical issues.

Exercise clear and appropriate boundaries at the gathering to help maintain trust between yourself, the teens, and the Quarterly Meeting. Many young people have times when they are uncertain about their sense of themselves or their relations with others, emotionally or sexually. Please counsel our young people and make new friends, and keep in mind your distinct role as a responsible adult with the teen community. Two teens or one FRAP and one teen should never be together out of sight of other teen or adult participants in the gathering.

FRAPs are not required to pay for the portion of the Quarterly Meeting or other event that they spend with teens. If you FRAP for an entire gathering, your fees for it can be waived.. The Teen Program Committee Clerk will notify you and the CPQM Registrar of your FRAP status. Stipends may be made available to FRAPs who would miss an opportunity to work and gain income and would incur a financial hardship by spending time with a teen gathering. Stipends are approved jointly by the CPQM Treasurer and CPQM Teen Program Committee.

APPENDIX

Teen Program Quarterly Planning Spreadsheet

https://docs.google.com/spreadsheets/d/1QrbzH9Z2Wa4_PaZL75WOYTfJGQ9bMqcGYGpFeZargVE/edit?usp=sharing

FRAP Guidelines

<https://drive.google.com/file/d/0B7OZt4BsyRUfQkdzUy1WT29ocDg/view?usp=sharing>

FRAP Orientation

<https://drive.google.com/file/d/0B7OZt4BsyRUfaFVMV3F4VEtDXzA/view?usp=sharing>

Teen Program Packing List

<https://drive.google.com/file/d/0B7OZt4BsyRUfaW5ERDVFUnlHS3M/view?usp=sharing>

Medical Information Form

<https://drive.google.com/file/d/0B7OZt4BsyRUfbjVyT3JrRkU5Vkk/view?usp=sharing>

Parental Consent Form

<https://drive.google.com/file/d/0B7OZt4BsyRUFakNHbk1kajg2SFk/view?usp=sharing>

Driving Approval Form

<https://drive.google.com/file/d/0B7OZt4BsyRUfN3NqNy1RWHdZYW8/view?usp=sharing>