

Visiting Friends

 Friends Committee
on National Legislation

Volunteer Handbook

2021–2022

FCNL Visiting Friends Program

Where Witness Meets Advocacy and Faith Finds Feet

“It is impossible for me to overestimate the importance of the visits of Friends in the ministry to our meeting in the days of my youth. It made all things new and wonderful to the little boy who could predict almost infallibly what our own members would do and say. But a new voice, a new vision, a new personality, made all the difference and woke him up to the rich meaning of his Quaker inheritance.”

–**Rufus Jones, “The Vital Cell” 1941**

“As a Visiting Friend, I regularly meet ‘local heroes’ – Friends who are finding ways to act on their faith on issues of national importance. When I can connect them to the broader resources of FCNL, or simply honor their efforts, we are both inspired.”

–**Maurice Warner, Washington**

“In my own work as a Friend over the past 42 years, the one consistently dependable, brilliant resource for my advocacy has been FCNL -- the effectiveness of its educational capacity and its advocacy programs, and the constantly helpful coaching and inspiration and leadership of its staff. There simply is no better model of spirit-led democracy-building in world today than FCNL's process of tapping our grass roots before we take collective action . . . With the Visiting Friends Program, FCNL has chosen to give a name to the spirit-led networking that you and I have naturally tried to do throughout our lives and has chosen to encourage us in this work. I'm grateful for and excited about the opportunity to serve in this way.”

–**Tom Bertrand, Virginia**

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Visiting Friends



Introduction

Quakers have a centuries-long history of intervisitation—seeking fellowship and deepen ties with Friends by way of personal, human-to-human, connection. Rooted in this practice, FCNL volunteer Visiting Friends (with support from FCNL staff) travel in the ministry to bring messages, presentations, and workshops about the core components of FCNL’s work through personal stories that nurture and energize Friends. As a Visiting Friend, you will share, listen, and invite Friends to take Spirit-led action in meaningful and effective ways.

What FCNL Visiting Friends Do. The work of an FCNL Visiting Friend is to visit Quaker communities to build relationships and connect Friends around the United States with FCNL’s Quaker mission, advocacy, and other opportunities to engage with the organization. As a Visiting Friend, you will...

- ***Share with Friends.*** Reach out to Friends communities to ask to visit on behalf of FCNL. Share your spiritual journey and personal experiences of advocacy for legislative change as Friends’ witness with Quaker meeting and church communities.
- ***Listen to Friends.*** Hold space during your visit to listen to community sharing about the spiritual condition of members, activities the community is already engaged in, specific policy concerns, and how Friends are led to act moving forward. Share this information and a list of attending Friends with FCNL staff.
- ***Invite Friends*** into deeper relationship with FCNL; suggest concrete ways Friends can learn more about FCNL or be engaged in work for policy change, sign up for news and alerts, attend events and programming, volunteer, advocate, and contribute to the mission of this organization.
- ***Build community with Friends*** in and beyond the Visiting Friends community through your visits and monthly community calls with other volunteers and FCNL staff.

We have learned there are many more Friends who might be in relationship with FCNL and engaged in working for policy change if they knew more about the array of opportunities and could find one that works for them; we have also learned more Friends might engage if they felt better heard, held, and supported by the organization in their participation. We hold firmly and faithfully that Visiting Friends can help provide this information, listening, and support. Thank you for being a part of weaving FCNL’s thread through the tapestry of Friends’ community!

Ever faithfully onward,

Bobby Trice

Quaker Outreach Coordinator

rtrice@fctl.org | [202-903-2502](tel:202-903-2502)

Friends Meeting of Washington | Baltimore Yearly Meeting

Visiting Friends Program Goals

These goals capture what we hope the Visiting Friends program will accomplish for FCNL, volunteers, and Quaker communities.

1. Build community among Visiting Friend volunteers.
2. Inspire individuals to talk about the interplay between their faithful action with FCNL and their spiritual convictions
3. Encourage continued participation with FCNL and grow the number of Friends in FCNL's network while centering relationships as the mechanism for this work. Specific ways volunteers can encourage participation include...
 - Provide an event to introduce new people to FCNL's mission and scope and the connection between Quaker faith and political advocacy.
 - Facilitate priorities process discernment during priorities years
 - Sign-up additional individuals to receive FCNL's email alerts and newsletters
 - Identify individuals interested in getting more engaged with lobbying.
 - Identify individuals who are young adults or are connected to young adults
 - Inspire individuals to make a first, renewed, or additional financial gift to FCNL
 - Share governance and volunteer opportunities.
4. Collect information about communities visited and relay back to FCNL, including the state of the community, specific interests/leadings, and accurate attendance data;
5. Make the connection between witness and advocacy for communities and demonstrate how FCNL can be a resource for Friends seeking to live out their faith in action
6. Engage with communities across the diverse breadth of the Religious Society of Friends with special attention to communities underrepresented in FCNL's network in terms of race, age, theology, and political orientation.

Volunteer Selection: A Process of Mutual Discernment

There is no formal application process to become a Visiting Friend; however, we encourage you to sit with the volunteer responsibilities and commitments and engage in a period of individual discernment (see commitments and queries below). We also encourage you to seek spiritual support from your home Quaker community in the forms of clearness committees, support committees, and/or companions in ministry (elders) to accompany you on your ministry visits. When you are clear you are led to serve as a Visiting Friend, you can contact Quaker Outreach Coordinator, Bobby Trice (rtrice@fcnl.org, 202-903-2502) to express interest, describe your clearness process, indicate alignment with the volunteer commitments, and share any remaining questions or concerns you might have before committing to serve in the program. Volunteers will be invited based on the outcome of the mutual discernment process, the needs

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of the whole group, and FCNL outreach priorities. If confirmed to join the program, FCNL staff will reach out to schedule an onboarding call and start identifying Quaker communities for you to visit.

Volunteer Responsibilities and Commitments

These volunteer responsibilities and commitments represent the covenant Visiting Friends enter with FCNL staff when agreeing to serve in the program. If you cannot abide by these responsibilities and expectations, this program may not be for you. These commitments serve as a mechanism for staff to lovingly hold volunteers accountable to this mutual agreement.

- Interest and investment in the goals of this project
- Willingness to describe your own personal story and core components of FCNL's Spirit-led approach to advocacy
- Some degree of comfort with public speaking or a willingness to learn new public speaking skills; Willingness to practice your presentation and storytelling
- Participate in monthly Zoom calls with other Visiting Friends and FCNL staff
- If applicable, participate in optional monthly check-ins with your Visiting Friend Anchor/Support Group
- Contact meetings/churches, and follow up as necessary, to arrange a time for a presentation
- Put on 3 (virtual or in-person) presentations at monthly meetings or churches in 2022 focusing on priorities process discernment facilitation, your spiritual journey and advocacy with FCNL, and/or other topics determined in collaboration with staff.
- Record information on who attended and collect evaluation information. Note your impressions of the presentation and community visited to share with staff.
- Write a letter/email of appreciation to thank the community (through the clerk) for the opportunity to visit and share some specific ways Friends might take their next step into action with FCNL.

Queries for Volunteer Discernment

1. What is your story of living Quaker faith through action, both with and beyond FCNL?
2. How do your gifts and experiences align with the Visiting Friends program goals and volunteer commitments? How do you hope to grow in this ministry?
3. Apart from FCNL staff support, what spiritual support would you need to carry this ministry?
4. In the coming year, do you have time and capacity to follow through on the volunteer commitments above?

FCNL Staff Responsibilities and Commitments

These FCNL staff responsibilities and commitments represent the covenant staff enter with Visiting Friends. Staff will strive to abide by these responsibilities and expectations and invite you to use these commitments as a mechanism to lovingly hold staff accountable to this mutual agreement.

- Work with volunteers to train them on presentation skills and FCNL information. Provide volunteers with materials to use in their presentations.
- Create inclusive and safe space for volunteers to connect and learn from each other
- Organize monthly Zoom briefings for volunteers
- Provide regular updates on FCNL activity
- Identify meetings/churches that are first priorities for volunteer visits
- Track data and follow up with communities visited after every volunteer presentation
- Give reminders and feedback to volunteers
- Respond to volunteer requests for information, support, training, etc. within the bounds of staff capacity
- Receive and process travel expense reimbursement requests

Visit Format and Focus in 2022

Until pandemic restrictions ease, visit format (in-person or virtual) will be determined on an ad-hoc basis with consideration of several factors including but not limited to COVID-19 risk and regulations, preferences of volunteers and meetings/churches visited, and FCNL goals, policies, and resources. For the first half of 2022, when Visiting Friends are focused on facilitating priorities process discernment, most visits will likely be virtual.

Reimbursement Policy

Reimbursement for travel costs to three (3) FCNL Visiting Friend visits in the total amount of \$700 per year will be made available from FCNL to current Visiting Friends as recommended by the Quaker Outreach Coordinator and approved by the Director of Quaker Leadership. If you are led to complete more than three (3) visits per year or there are other extenuating circumstances indicating a need for increased reimbursement, please reach out to FCNL staff. We cannot reimburse expenses greater than \$700 per year unless you have consulted with FCNL staff. Reimbursement will not be provided for virtual “travel.” FCNL recognizes that many Visiting Friends cover some or all their own expenses as an additional contribution to FCNL and does not seek to alter that practice. **Receipts and a completed [reimbursement request form](#) must be provided to receive reimbursement.**

Key Elements of the Program

- 1. Facilitating Priorities Process Participation (Jan-April 2022).** FCNL staff will ask you to arrange visits at meetings/churches that we want to encourage to continue participating in setting FCNL priorities. While we encourage you to visit Quaker communities in your yearly meeting or region, some flexibility will be allowed for virtual visits. There will be less flexibility in the selection of meetings and churches to visit in-person due to travel cost constraints. (Meetings/churches will have either participated in the process before 2020 or participated for the first time in 2020.)
- 2. After the Priorities Process: Engaging with Meetings/Churches Less Connected to FCNL (May-Dec 2022).** Once the priorities process deadline has passed, you will shift to visiting meetings and churches where a visit might make a particular difference in Friends' engagement or FCNL's advocacy work, like those communities...
 - (a) in a confirmed Visiting Friend's yearly meeting or region;
 - (b) in a place that would be harder for staff to visit, access, or travel to;
 - (c) with no active Advocacy Team members;
 - (d) we believe have capacity to deepen engagement with FCNL that are growing, attracting young people and people of color, are theologically or politically different from the majority of FCNL's network, and/or have individuals wanting to strengthen ties to FCNL;
 - (e) are strategic for our development or lobbying goals;
 - (f) and/or with strong ties to FCNL that haven't had a staff visit in several years.
- 3. Monthly Visiting Friends Community Calls on Zoom.** Once a month, FCNL staff will plan and facilitate a Zoom community call with Visiting Friends to provide training and updates from FCNL, hear about Friends' experiences visiting meetings/churches, build community among Visiting Friends and between Visiting Friends and FCNL, and answer questions and respond to volunteer needs. Acknowledging that many Visiting Friend volunteers may be older, white Quakers, FCNL staff will attend to the needs of volunteers holding marginalized identities navigating a dominant culture space by setting expectations around ways of being together in that space; additionally, staff will support volunteers who are Friends of Color in holding separate meetings as those Friends are led.
- 4. [Optional] Monthly Anchor/Support Groups.** You are also invited and encouraged to participate in monthly anchor/support group check-ins with a small group (3-4 people) of other volunteers in the program. Groups are responsible for scheduling and convening their own meetings – staff will not participate in these gatherings. These

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small groups provide additional space and time for mutual spiritual support around the ministry of Visiting Friends and effectively function as an informal support committee and a smaller pool of Friends from which you can request peers to serve as elders/companions in ministry for your visits in the program. These small group check-ins might include periods of worship and sharing, mutual spiritual support and care, group readings about and reflections on Quaker intervisitation, and more.

5. **Resources from FCNL staff.** FCNL staff will develop training materials, a sample priorities process discernment facilitation guide, a presentation outline, a core packet of handouts and other resources, and sample documents for you to adapt in the invitation, presentation, and follow up stages of your visits.
6. **Visiting Friends Preparation and Outreach to Meetings and Churches.** You will then adapt these materials to your own personal story of your reasons for working with FCNL and for policy change and will generate both the initial letters asking meetings/churches if they would be open to a presentation and then a letter of thanks including recommended next steps with FCNL following up on the presentation and copying FCNL staff to provide a point of contact in the organization.
7. **Visits to Meetings and Churches.** Your presentations might be at second hour, called meetings or evening gatherings depending on the openings available at meetings and churches.
8. **FCNL staff Feedback, Data, and Follow-up.** FCNL staff will monitor evaluation forms and provide feedback, support, and suggestions to you. After each presentation, you will send FCNL staff the attendance list. FCNL staff will then add the contact and event details to our database and follow up to connect people directly with FCNL.

Step-by-Step Guide for Visits and Presentations

1. Before the Visit

Connecting: Using Quaker Contact/clerk/pastor contact information provided by staff, send a letter or email introducing yourself and ask to set up a date for you to join for worship and give a presentation to share your FCNL experience or facilitate priorities discernment with Friends. Find [*a priorities process visit outreach email template here*](#) and a standard [*Visiting Friend visit outreach email template here*](#). Follow up via email and phone as necessary until you receive a reply.

Virtual logistics: If “traveling” to visit Friends virtually...

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- Confirm the date/time and agenda for your visit with the community member supporting your visit.
- Request the Zoom connection details so you have what you need to join on the day of your visit.

In-person logistics: If traveling to visit Friends in-person...

- Confirm the date/time and agenda for your visit with the community member supporting your visit.
- Inquire about community hospitality – is it possible for you to stay with the clerk or another member of the community? If not, book accommodations as needed.
- In consultation with FCNL staff, book your travel.
- Collect all receipts for reimbursement

Optional: If you have sought and found clearness around this ministry in your community, **request** a travel minute or letter of introduction from the meeting for business or committee holding you and your work. **Request a** Friend from your home Quaker community or a peer in the Visiting Friends program to hold you in the light or accompany you on your visit as an elder.

Optional: When reaching out to the community, ask for contact information for the community's version of a Peace & Social Concerns Committee to learn more about this community's priority issues and activism to better communicate how FCNL's work can fit into the leadings and interests of the meeting or church.

2. During the Visit

For priorities process facilitation, see resource: [*Priorities Process Workshop*](#)

There is no specific FCNL prescription or one right way to lead a presentation, workshop, or other program as a Visiting Friend. We each steward different gifts and leadings and have had different experiences with witness, advocacy, and Spirit-led action with and beyond FCNL. The Visiting Friends Program seeks to recognize, nurture, and draw out that rich wisdom and perspective each of us brings into the lives of Friends.

There are three essential components:

- 1 Share your journey with Spirit-led action and FCNL
- 2 Listen and talk with Friends, answer questions, hear their conditions and leadings
- 3 Based on what you hear, recommend a few concrete ways Friends can draw on FCNL as a resource to accomplish their goals and live out their faith in new/deeper ways.

Beyond these three essential pieces, the presentation is yours to craft drawing on your own personal voice and creative vision, the array of FCNL resources and materials available to you through the [Visiting Friends Toolkit](#) (linked here and included in this Handbook below), and consultation with staff. What follows is a framework some Visiting Friends have found helpful in the past; take what is useful to you and leave the rest.

Sample Visiting Friend Presentation Outline (60 minutes)

- (5) **Worship**
- (5) **Introduction:** Share about yourself, your context, how you're connected to FCNL, and how you got involved in advocacy and why you've stayed involved. Before you get started, mention you'll ask people to sign a Visiting Friends Guestbook form at the end of the presentation.
- (10) **Share Stories of Faith in Action:** Share your journey with Spirit-led action and FCNL. What was your personal spiritual path to pursuing social justice, and how has FCNL fit into this? You can [read excerpts from past stories from Visiting Friends here](#).
- (10) **About FCNL: Prophetic, Persistent, Powerful**

(See resource: [FCNL As a Quaker Organization](#) and [FCNL's Impact](#) page for full **About FCNL** talking points.)

Invitations to Engage: Ways to Witness with FCNL

(See resource: [Ways to Witness with FCNL](#) for full talking points. Recommend highlighting 2-3 of these ways to engage based on what you believe will connect best with this audience)

Conclusion

Ask for questions/open it up for discussion!

- (20) **Listen to Friends:** Hear conditions and leadings, facilitate discussion, ask, and answer questions. *(If you don't know the answer to a question, write it down and get the person's contact information so you can follow up with them when you find an answer; or communicate the relevant details to FCNL staff and request follow up support, either in your report or via direct contact with staff.)*

Resources:

- [Questions to Ask Quaker Communities](#)
- [Quakers' FAQs About FCNL](#)

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- (5) **Invite Friends to Engage:** Recommend a few specific ways the meeting and/or members can engage with FCNL based on what you heard in the listening section; this advising should be happening throughout the Q&A as well, but this is an opportunity to really drive home those 2 or 3 suggestions that you think fit best with the meeting community and individuals you've heard from. Note any outstanding questions to include in your report.

Attendance: Before closing worship, invite Friends to sign the Visiting Friends Guestbook by sharing <https://fcnl.org/vfguestbook> in the Zoom chat or passing around paper guestbook sheets you can [download here](#). Explain that it is like an event registration so they can receive follow up information about this program and other updates and action opportunities with FCNL.

- (5) **Closing worship**

3. **After the Visit**

- Share a **Visiting Friend Report** (online at fcnl.org/VFReport) with FCNL
- Send a ***letter of thanks and follow up*** to the community member supporting your visit and anyone else you connected with
- Share about your visit at the next monthly community Zoom call
- Complete a ***reimbursement request form*** and submit receipts to FCNL (if applicable)
- Send photos of ***completed sign-in sheets*** to FCNL (if applicable)

All the content after this page are the individual resources included in the Visiting Friends Toolkit, included here for your reference and online at <https://fcnl.org/VFtoolkit>

Visiting Friends Toolkit

Resources for Reference

The Visiting Friends Toolkit is a collection of tools, resources, and other materials to support you in your volunteer visiting work. It includes sample letters for outreach, introduction, and follow up; a sample presentation outline; links to FCNL flyers, handouts, and other resources; guestbook and report back forms; and a Quakers/FCNL FAQ sheet to assist in answering common questions Quakers have about FCNL. All toolkit materials are included below and online as individual downloadable documents here: <https://fcnl.org/VFtoolkit>

Not in the toolkit: FCNL staff will also provide contact information for clerks, pastors, FCNL contacts, and advocates in the Quaker community visited and share some context about how that meeting/church has engaged with FCNL in the past. Staff will provide this information to you after confirming the 3+ meetings/churches you will focus on visiting each year through one-on-one meetings.

1 – Sample Letters from Visiting Friend to a Quaker Community

1A. For Priorities Process visit outreach

To: Pastor/Clerk of Meeting and FCNL Quaker Contact

CC or BCC: rtrice@fcnl.org

From: Visiting Friend

Subject: FCNL Volunteer Support Discerning Quaker Lobbying Priorities

Greetings Friend(s),

My name is [redacted] and I am a member of [redacted]. I have been active with the Friends Committee on National Legislation (FCNL) community for several years. Recently, I became a part of FCNL's Visiting Friend Program to travel to meetings and churches to share ministry and support communities' discernment of FCNL's Quaker lobbying priorities for the 118th Congress (2023-2024). FCNL is soliciting worshipful input on its top policy area priorities from Friends during the period of Jan. – Apr. 2022. See the [discernment guide](#) for more information about the process and how to participate.

If it would be helpful, I am available to join Friends virtually to support this discernment. My support can take many forms: I can play an active facilitation role, or I can simply be in the space with your community (whether in committee, meeting for business, etc.) to act as an elder, observe the process, and/or serve as a resource.

I look forward to hearing from you whether my active support and/or presence would be welcome, and if so, when you plan to hold this discernment so that I might join.

Sincerely,

[Name]

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1B. For Faith in Action visit outreach

To: Pastor/Clerk of Meeting and FCNL Quaker Contact

CC: rtrice@fcnl.org

From: Visiting Friend

Subject: FCNL Visiting Friend Traveling Ministry at [*Friends Meeting/Church Name*]

Greetings Friend(s),

My name is [] and I am a member of []. I have been active with the Friends Committee on National Legislation (FCNL) community for several years [*if applicable: and am a representative to FCNL*]. Recently, I became a part of FCNL's Visiting Friend Program to travel to meetings and churches to share my spiritual journey and faithful leadings on Quaker advocacy.

Would your group be interested in having me visit?

A leading has been growing in me, supported by my meeting and FCNL, to travel in [*region, yearly meeting, quarter, or other specifics here*] visiting Quaker groups to share why I feel led to work with the Friends Committee on National Legislation.

I would welcome the opportunity to speak from my experience with FCNL for perhaps 20 minutes and then have a discussion with Friends after worship on First Day or another time that works for your community. **If you are interested, what topics/types of ministry would be a particular gift to your community?**

As you are led, please contact me with suggestions of a few dates that work best for you. [*I would like to travel beginning in March going through to mid-June and then again in September and October (insert any specific restrictions you have here)*].

Thank you for your discernment. I'd be grateful for the opportunity to visit and minister to Friends in the Quaker tradition.

Sincerely,

[Name]

Visiting Friends



Visiting Friend Guestbook

We work to live our faith everyday. Join us!

Sign in online at fcnl.org/vfguestbook

NAME _____ PHONE _____

EMAIL _____

COMMENTS: Please do not sign me up for emails

ADDRESS / CITY / STATE / ZIP _____

NAME _____ PHONE _____

EMAIL _____

COMMENTS: Please do not sign me up for emails

ADDRESS / CITY / STATE / ZIP _____

NAME _____ PHONE _____

EMAIL _____

COMMENTS: Please do not sign me up for emails

ADDRESS / CITY / STATE / ZIP _____

NAME _____ PHONE _____

EMAIL _____

COMMENTS: Please do not sign me up for emails

ADDRESS / CITY / STATE / ZIP _____

EVENT: _____ LOCATION: _____ DATE: _____ SUBMITTED BY: _____ ADD TO: _____ DNS:

3 – Priorities Process Workshop: *Setting FCNL’s Quaker Lobbying Priorities*

Setting FCNL’s Quaker Lobbying Priorities (60 min – staff or volunteer. Jan-Apr 2022 only)

Workshop description: There are countless urgent problems in our country and the world. It’s overwhelming. Many of us hold values that lead us to believe change is necessary to bring our society in alignment with the better world we know is possible. One impactful vehicle to drive that change is working to influence what the US government does at the federal level. Quakers have a national lobbying organization--the Friends Committee on National Legislation (FCNL)--that advocates for the better world we seek through policy change. FCNL advocates on issues and policies identified as concerns by Quakers around the country. For each session of Congress, FCNL facilitates a [priorities process](#) to seek Friends’ input--through your meetings, churches, and other Quaker-affiliated communities--as to what policy areas are most pressing for FCNL to focus on. You can be a part of setting that change agenda.

This staff or volunteer-led workshop provides a structured container for your community’s discernment of which policy areas in [The World We Seek: Statement of Legislative Policy](#) should be high priorities for FCNL to focus on in the 118th Congress (2023-2024).

OUTLINE

Meeting/Church: _____

Date/time: _____

Zoom link: _____

12:00pm Welcome, Intro, and Overview

- Introduce yourself as the facilitator: why you are here and what you’re doing – supporting FCNL priorities process discernment
- Assign a recorder/notetaker: Need someone to listen closely and note what’s important for the group – happy to work with you to make sure it goes to the right place
- Confirm who will submit the priorities survey by when: Write down their name and contact information (<https://act.fcnl.org/survey/fcnl-priorities-118th-congress-2023-2024>)
- Share the priorities process guestbook in the Zoom chat so we know who participated in the discernment (<https://act.fcnl.org/survey/fcnl-priorities-process-guestbook/>)

12:05pm What is FCNL priorities process and why does it matter? How does it work, and how can my community participate?

- Draw on [FCNL’s priorities process webpage](#) to give a brief overview of the process.

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- Mention the OUTCOME of this session – 7 discerned/distilled priorities to send to FCNL’s Policy Committee. This outcome is more important than the specific process you use to get there.
- Important: Remind Friends that they should use [The World We Seek: Statement of Legislative Policy](#) as a guide for prioritizing those issues and areas *already identified* for the next two years. There is a different process every four years for revising that policy statement and changing the policy issue areas Quakers have charged FCNL to work on.

12:10pm Discernment facilitation (40 min)

The exact format of this discernment will be determined through a conversation with the person requesting from the community. Here is the recommendation to facilitate in a worship sharing style from Policy Committee. An alternate style is attached at the end of this document. If the community has no preference, pick the format that works best for your facilitation style.

Worship Sharing: After an opening period of waiting and listening worship, the gathering can begin with a brief description of the priorities process and the purpose of the gathering. In worship-sharing, participants share their concerns related to national issues and policies. **Through your discussion, please identify no more than 7 priorities to suggest for the lobbying work of FCNL.** The most important consideration for FCNL’s Policy Committee is that your responses reflect your spiritual searching and discernment.

- **Queries:** How are Friends called to influence our government today? What issues should be the priority for our advocacy efforts? Where is the Spirit leading us?

12:50pm Narrowing / Closing / Do we feel complete? (5 min)

- Help the community discern how they might narrow the issues rising for them to seven concise priorities to send to FCNL. Reflect back to the group the themes you’ve heard emerge through the group’s corporate discernment and offer a proposed sense of the group to test.
- Support the group’s sense of clearness around whether they need more time to discern or are ready to submit. If they need more time and/or if there are additional steps to approve discerned priorities prior to submission, walk through those steps with the group to ensure they will be taken by the deadline to submit, April 12 2022.
- Review what info should be submitted and the steps to submit
- Reconfirm who will submit the priorities survey by when. Write down their name and contact information (<https://act.fcnl.org/survey/fcnl-priorities-118th-congress-2023-2024>)
- Share the priorities process guestbook so we know who participated in the discernment (<https://act.fcnl.org/survey/fcnl-priorities-process-guestbook/>)

1:00pm Session closes, optional additional time for discussion and Q&A

RESOURCES

- **To submit:** <https://act.fcnl.org/survey/fcnl-priorities-118th-congress-2023-2024>
- **For attendees:** <https://act.fcnl.org/survey/fcnl-priorities-process-guestbook/>
- [FCNL's priorities process resources and instructions from Policy Committee](#)
- [The World We Seek: Statement of Legislative Policy](#)
- [Guide to Facilitating Discernment in Your Community](#)
- **Alternate Facilitation Style: "We Seeks" Discussion.** *(Note that this format requires participants to be comfortable opening other web pages while also being in a Zoom meeting. You can keep everyone in the main Zoom room for this style of facilitation, or divide the group into four breakout rooms, each one focusing on a different "we seek" policy area. If the group will have difficulty with this level of technology, we don't recommend using this.)*
 - Make a copy of this [Jamboard template](#) with four pages, one for each of the "We Seeks" in FCNL's vision. Share the editing link in the Zoom chat for people to click on and add virtual post-its to the boards. In waiting worship, ask participants to add the leadings and policy concerns rising for them that fit categorically with each "We Seek" statement.
 - After a period of individual discernment and additions to the jamboard, ask four volunteers to synthesize the themes emerging from individuals' contributions, and have them report to the full group.
 - This approach could also work to season and synthesize the results of a community survey or other asynchronous approach for collecting input from individuals.

4 – Sample Visiting Friend Presentation Outline

There is no specific FCNL prescription or one right way to lead a presentation, workshop, or other program as a Visiting Friend. We each steward different gifts and leadings and have had different experiences with witness, advocacy, and Spirit-led action with and beyond FCNL. The Visiting Friends Program seeks to recognize, nurture, and draw out that rich wisdom and perspective each of us brings into the lives of Friends.

There are three essential components:

- (1) Share your journey with Spirit-led action and FCNL
- (2) Listen and talk with Friends, answer questions, hear their conditions and leadings
- (3) Based on what you hear, recommend a few concrete ways Friends can draw on FCNL as a resource to accomplish their goals and live out their faith in new/deeper ways.

Beyond these three essential pieces, the presentation is yours to craft drawing on your own personal voice and creative vision, the array of FCNL resources and materials available to you through the [Visiting Friends Toolkit](#) (linked here), and consultation with staff. What follows is a framework some Visiting Friends have found helpful in the past; take what is useful to you and leave the rest.

Sample Visiting Friend Presentation Outline (60 minutes)

- (5) **Worship**
- (5) **Introduction:** Share about yourself, your context, how you're connected to FCNL, and how you got involved in advocacy and why you've stayed involved. Before you get started, mention you'll ask people to sign a Visiting Friends Guestbook form at the end of the presentation.
- (10) **Share Stories of Faith in Action:** Share your journey with Spirit-led action and FCNL. What was your personal spiritual path to pursuing social justice, and how has FCNL fit into this? You can [read excerpts from past stories from Visiting Friends here](#).
- (10) **About FCNL: Prophetic, Persistent, Powerful**

(See resource: [FCNL As a Quaker Organization](#) and [FCNL's Impact](#) page for full About FCNL talking points.)

Invitations to Engage: Ways to Witness with FCNL

(See resource: [Ways to Witness with FCNL](#) for full talking points. Recommend highlighting 2-3 of these ways to engage based on what you believe will connect best with this audience)

Visiting Friends

Conclusion

Ask for questions/open it up for discussion!

- (20) **Listen to Friends**: Hear conditions and leadings, facilitate discussion, ask, and answer questions. *(If you don't know the answer to a question, write it down and get the person's contact information so you can follow up with them when you find an answer; or communicate the relevant details to FCNL staff and request follow up support, either in your report or via direct contact with staff.)*

Resources:

- [Questions to Ask Quaker Communities](#)
 - [Quakers' FAQs About FCNL](#)
- (5) **Invite Friends to Engage**: Recommend a few specific ways the meeting and/or members can engage with FCNL based on what you heard in the listening section; this advising should be happening throughout the Q&A as well, but this is an opportunity to really drive home those 2 or 3 suggestions that you think fit best with the meeting community and individuals you've heard from. Note any outstanding questions to include in your report.

Attendance: Before closing worship, invite Friends to sign the Visiting Friends Guestbook by sharing <https://fcnl.org/vfguestbook> in the Zoom chat or passing around paper guestbook sheets you can [download here](#). Explain that it is like an event registration so they can receive follow up information about this program and other updates and action opportunities with FCNL.

- (5) **Closing worship**

5 – Full FCNL Talking Points for Presentation Outline

5A. FCNL as a Quaker Organization

[Click here to access an online version of this document.](#)

FCNL is a national nonpartisan Quaker organization that lobbies Congress for peace, justice, and environmental stewardship.

- Vision: *We seek a world free of war and the threat of war. We seek a society with equity and justice for all. We seek a community where every person's potential may be fulfilled. We seek an earth restored.* Working from that clear vision of the better world we want to build, we are persistent in advocating for policies to bring it closer to reality.
- FCNL's advocacy flows out of the Quaker belief in "that of God" in everyone, leading to a prophetic vision of the world we seek and a way of lobbying that acknowledges the inherent dignity and worth of each person.
- We bring together tens of thousands of Friends and likeminded advocates who share a belief in the power of relationship-based change making in seeking a better world.
- Our power comes from the integrity of our positions, the persistence of our lobbying, and the commitment of our community.

FCNL is governed by Quakers and our priorities are set by Friends from across the country.

- FCNL's strength comes from the grounding in the Religious Society of Friends and the discernment of Quakers across the country in determining FCNL's lobbying priorities.
- All members of the General Committee, FCNL's governing board, are members of the Religious Society of Friends or have a demonstrated history of connection and commitment to Society.
- In choosing its legislative priorities and agenda, FCNL relies on a process of worshipful seeking of divine guidance by Friends around the country and by its governing body of Friends. Staff work within that broad guidance to respond to and work to influence federal policies. Further reading: fcnl.org/governance

FCNL works to have open lines of communication with a broad array of Friends and to engage them in its work.

- Friends from across the branches of Quakerism participate in FCNL's advocacy work. The diversity of experiences Friends bring to FCNL is a vital part of its work.
- Just as the FCNL community is clear that it does not speak for all Friends, it recognizes that Friends have variations in their views on many FCNL priorities. The weight of FCNL's words is proportional to the integrity of the people who compose it.

FCNL's work builds on a tradition of Quaker advocacy going back nearly 400 years.

- Quakers have worked to influence the government almost since the faith's inception in the 17th century, motivated both by necessity and principle. Quakers have been part of efforts to advance peace and justice ever since.
- Since 1943, Friends working through FCNL have sought to plant the seeds of change for a more peaceful and just world, knowing they might take decades to grow.

Visiting Friends

- Further reading: [*A Theological Perspective on Quaker Lobbying by Marge Abbott*](#)

Prophetic: FCNL has a transformative vision of the world we seek. *“We seek a world free of war and the threat of war. We seek a society with equity and justice for all. We seek a community where every person’s potential may be fulfilled. We seek an earth restored.”*

Persistent: We take the long view. The way our community lobbies is grounded in Friends’ faith and practice. We start with the belief that the Light of God exists in everyone. We are carefully nonpartisan; we seek to build relationships with members of Congress across the political spectrum; and we focus on identifying ways in which we can work with others to move policy forward.

Powerful: Review www.fcnl.org/impact for most recent FCNL success and impacts.

Friends often don’t know how powerful FCNL is. Quakers working with FCNL helped to establish the Peace Corps, were thanked by several dozen members of Congress for their work on the Civil Rights Act, and of course have played important roles in working to prevent war and creating structures within government to prevent future violent conflict. You may have heard about the First Step Act, the Elie Wiesel Genocide and Atrocities Prevention Act, the Gibson Climate Resolution, and the bipartisan Climate Solutions Caucus which were big wins on the Hill for all of us. We keep moving.

This FCNL community helped build the First Green Building on Capitol Hill, which serves as a witness for energy efficiency and action on climate change and has been a model for those trying to green Congress. And right next door to the FCNL offices, we have the Quaker Welcome Center where we used to hold a weekly worship opportunity called Witness Wednesday Silent Reflection and monthly Quaker Changemaker events. We now hold those events online. Find upcoming event postings at www.fcnl.org/events and read more about the Quaker Welcome Center at www.fcnl.org/qwc

Friends Place on Capitol Hill (formerly William Penn House)--a Quaker learning center and guesthouse providing civic education and engagement opportunities for young people--is now an affiliated organization with FCNL and the FCNL Ed Fund just down the street from our offices. We expect the building to be completed in December 2021 and that we will welcome groups for overnight stays early in 2022. While preparing the space for our first guests, we are also beginning to develop our civic engagement programming opportunities. Grounded in Quaker values, our programming offerings will include connecting groups to FCNL lobby trainings as well as facilitating workshops that support participants’ engagement in national issues and in actions within their own communities. We are excited to also coordinate occasional retreats and issue-specific multi-day trainings focused on FCNL’s policy priorities.

5B. Ways to Witness with FCNL

[Click here to access an online version of this document.](#)

There are many ways to work with FCNL:

We need your lobbying. The first step is to sign up for our email list. On the attendance sheet circulating (or online at fcnl.org/VFguestbook) you can check if you would like to receive updates from DC. You can receive as little as one or two emails a month or as much as 15 or 20. But I guarantee they will be short, focused and set up in a way that makes making change in Washington easy. <https://fcnl.org/email>

We need your help connecting with your Quaker community! Visit this page to sign up to receive our monthly Quaker Contacts newsletter of reflections and actions for Friends <https://fcnl.org/contacts>

We need you at our events! We host a variety of online and in-person events on a regular basis. Join us for weekly online worship at Witness Wednesday Silent Reflection, monthly for our Quaker Changemaker series and Learn to Lobby in 30 Minutes trainings, and more: <https://fcnl.org/events>

You can also request an FCNL visitor to lead an event/program for your community: <https://fcnl.org/visitrequest>

Join the Letter Writing Project: Write letters to your members of Congress once a month with other people from your community. This helps FCNL build relationships with Members of Congress. <https://fcnl.org/letterwriting>

Advocacy Teams. Quaker vision. Collective action. The Advocacy Teams network is made up of over 1,500 Quakers and friends from across the country who use their power as constituents to make change in Washington. Our success comes from our commitment to building relationships with Congress grounded in mutual respect and listening. <https://fcnl.org/teams>

Young Adult Programs. This is what a lobbyist looks like! At FCNL, we create opportunities for young adults to work for peace and justice in Washington D.C. and beyond. <https://fcnl.org/youngadults>

We need your connections – Grasstops. Help us identify local people who might already know members of Congress. We rarely find a Quaker meeting where someone isn't less than two degrees of separation from a member of Congress. Who in your community already knows your members of Congress, knows someone who knows them or could access a member of Congress because of their position in the community? We would love to connect with those folks.

Visiting Friends



We need your participation in our governance – General Committee and priorities process.

Your participation in our governance and priorities setting is what grounds us among Friends. This process begins every 2 years in January and is submitted by April when it moves to FCNL's Policy Committee for seasoning and continued discernment.

You don't have to act every week. You might only be able to act once or twice a year. There are many ways to engage with FCNL at different levels of involvement, and we're eager to support your discernment of what kind of opportunity to witness with FCNL is good and right for you.

Lastly, I'm a financial supporter of FCNL, and I do it because I see the success that FCNL has and know that my contribution goes directly towards supporting lobbyists walking the halls of Congress working towards peace and justice. In the past decade, FCNL finished its capital campaign called "The World We Seek: Now is the Time" and celebrated 75 years on the Hill. They created an endowment for the Young Adult Program and grew our Quaker presence on Capitol Hill with the Quaker Welcome Center, the Friend in Washington Program, and Friends Place on Capitol Hill most recently. We are not only sustaining our lobbying in DC but also growing an FCNL movement through the 120 Advocacy Teams and 18 Advocacy Corps organizers across the nation.

I hope you will consider your own financial support or, if you are a financial supporter already, consider increasing your support as another way to further the mission of FCNL. If you're at a moment in your life when you need a tax deduction, you can instead contribute to the FCNL Education Fund--both further the work that Friends have asked our community to do.

5C. Questions to Ask Quaker Communities

[Click here to access an online version of this document.](#)

Here are some queries and questions to prompt discussion and reflection after your presentation. You do not have to ask all (or any!) of these questions. They are here as a tool to prompt discussion if they are helpful. Regardless of which questions you ask or where the conversation goes, take note of Friends' answers as this information is invaluable context about the community's condition that will aid FCNL staff in continuing outreach efforts.

Open-ended Questions

- (How) Does your faith call you to act in the world in this moment?
- What issues and causes weigh heaviest on your heart?
- What actions for social justice are Friends already engaged in? The meeting as a whole?
- Have you experienced a particular leading to action? How have you struggled with or embraced it?
- Based on our conversation today, how do you think FCNL can be a resource for your witness?
- What is inspiring about FCNL's approach to Quaker advocacy?
- What is challenging about FCNL's approach to Quaker advocacy?

Logistical/Practical Questions

- Who is the clerk, Peace and Social Concerns Committee members, FCNL Quaker Contact in this community? Do we have the most up to date contact information?
(Staff will provide you with the info FCNL has on file for you to compare.)
- Do you have a meeting/church newsletter or email list? Please subscribe Quakers@fcnl.org so we can stay in touch with how Spirit is moving in your meeting!

5D. Quaker FAQs About FCNL

[Click here to access an online version of this document.](#)

1. Question: What can we do that will make a difference?

- Resource: [Ways to Witness with FCNL](#)

2. Question: Is lobbying really that effective?

- Yes! FCNL's long history of persistent advocacy has demonstrated the impact of constituent lobbying on Congress time and time again. There's also [research by the Congressional Management Foundation](#) showing that constituent lobby visits are the single most effective tactic to influence members of Congress on policy issues.
- Persistence and taking a realistic view of the long game in building relationships with congressional offices is what makes lobbying powerful. Resource: fcnl.org/impact

3. Question: I've sent letters to my member of Congress, but they always send back only form letters. It doesn't feel like they listen to me. Why should I bother?

- FCNL's advocacy and lobbying is about building long-term relationships with congressional offices. And you get out of relationships what you put into them.
- Sending an email to Congress does have an impact, but we see it as a first step in a longer process of relational advocacy.
- Have you ever responded to a form letter? Written a letter to the editor naming your representative? Requested a face-to-face lobby visit to have a conversation?
- [Research by the Congressional Management Foundation](#) has indicated that Congress is overwhelmed with mass quantities of form letters and other low-quality communications from constituents. The more personalized and consistent your communication, the more powerful it is. Resource: [CMF Citizen-Centric Advocacy](#)

4. Question: Is FCNL nonpartisan, and what does that mean?

- Yes, FCNL is nonpartisan. For the organization, nonpartisanship is a call to look deeper than the labels we use to align ourselves into groups and political parties. From this light, non-partisanship looks like a receptivity to insight from many sources.
- The political party that someone identifies with says something important about their orientation and beliefs. It is not irrelevant. Yet to focus primarily on that identifier as a litmus test for engagement ignores the nuances of individual motivations and limits our access to a potential source of divine truth.
- It means that FCNL lobbyists and constituents can often get meetings with offices that are not open to talking with our more partisan colleagues.

5. Question: How does FCNL stay connected with what is happening in Quaker communities?

- FCNL is governed by Quakers from around the country appointed by Quaker yearly meetings/organizations and FCNL's own Nominating Committee to serve on the FCNL General Committee. **Resource:** fcnl.org/governance
- Most of the approximately 180 Friends on FCNL's General Committee have been appointed by 27 Yearly Meetings and five national Friends' organizations. The General Committee meets each November to conduct business at FCNL's Annual Meeting. The standing committees oversee FCNL between Annual Meetings.
- These governors provide channels of communication between FCNL and Friends around the country and provides a direct line of accountability from the organization to those bodies around the nation.
- FCNL is composed of two distinct organizations: the Friends Committee on National Legislation, a lobbying organization [501(c)4]; and the FCNL Education Fund, a charitable organization [501(c)3]. Both are nonpartisan, in the public interest, and governed by members of the Religious Society of Friends (Quakers).

6. Question: How does FCNL collaborate with other Quaker organizations?

- Several Quaker organizations have representatives on the General Committee.
- We are in regular conversation with heads and staff at other organizations and collaborate when our priorities align.
- One of the strengths of Quakerism is the number of passionate Friends working for change in a variety of ways, each of us living up to the light that's been given us.

7. Question: How does FCNL decide what to lobby on?

- FCNL advocates on issues and policies identified as concerns by Quakers around the country. For each session of Congress, FCNL seek Friends' input as to what is most pressing for the FCNL community to focus on. Staff are guided by those approved priorities and take specific legislative advocacy opportunities that arise during that session of Congress. **Resources:** <https://fcnl.org/priorities> | <https://fcnl.org/weseeks>

8. Question: Why does FCNL take the positions it does?

- FCNL stances arise from a combination of those priorities discerned by Friends and the practicalities of Congress. We must ensure our efforts can influence legislation, so we meet Congress where it is while pushing for a more transformative vision.

Visiting Friends

- There is a creative tension between that prophetic vision for the world we seek and FCNL's pragmatic witness for incremental policy change. We are often challenged by that tension. Sometimes the Quaker model of lobbying and respectful engagement with government can feel too much like compromise.
- However, harm reduction has been a helpful frame for the frustrating but necessary work of incremental change and requires us to gauge the cost/benefit of engaging or not engaging. Do you work to reduce some harm now, or focus on more radical but less sure change in the future? What's the harm done if you view people you disagree with as disposable or not worth your time? How does your decision serve to reinforce or transform existing power structures and oppressive systems? These are all necessary queries to consider alongside this question. **Resource:** <https://fcnl.org/about>

9. **Question: What does my donation pay for?**

- When you donate to FCNL the c4, your donation goes directly towards supporting lobbyists walking the halls of Congress working towards peace and justice.

Visiting Friends

 Friends Committee
on National Legislation

6 – Sample Follow Up Letter

This letter can be modified to serve as follow-up to a priorities process visit as well.

To: Pastor/Clerk of Meeting or Church, FCNL Quaker Contact, other Friends
CC or BCC: rtrice@fcnl.org
From: Visiting Friend
Subject: Thank you! FCNL Visiting Friend Follow-up

Dear *[Insert name of recipient – or Name of community Friends if multiple recipients]*,

Thank you so much for hosting my visit on *[Insert date of visit]*. I was grateful for the opportunity to join worship, share my spiritual journey, listen and talk with Friends, and invite Friends to engage with FCNL and draw on the organization's resources to support your community's advocacy. *[Insert detail of visit here. A story that was shared, a question that was asked, a theme that emerged, a next step for Friends and FCNL, etc.]*

Based on what I heard from Friends, it seems that *[insert issue(s)]* are of great importance to your community. I also heard *[insert how Friends are led to witness with FCNL]*. Responding to what I heard, here are a few ideas and resources on how Friends might take their witness forward with FCNL as a resource and support

[Insert idea/resource]

[Insert idea/resource]

[Insert idea/resource]

I am copying here Quaker Outreach Coordinator, Bobby Trice (rtrice@fcnl.org). He will be following up on my visit. If you have any additional follow up questions or requests for advocacy support, he can assist you.

Thank you again! It was a joy to be with you. I am grateful to feel our threads as Friends interwoven in the larger tapestry of the Religious Society.

In friendship,

[Name]

[Email address]

7 – Visiting Friend Report Form - fcnl.org/VFReport

[Click here to download and edit this template.](#)

This report back is intended as a guide. Feel free to add additional information on another page.

Thank you for visiting a Quaker community on behalf of FCNL! Please fill out this form to give our Quaker Leadership staff more information about your visit to the meeting or church. **If you prefer to submit a voice memo, video, or report in another file format, please upload that file in the form found at fcnl.org/VFReport or email it to Bobby.** If you have questions or run into any issues with this report format or the online form, email **[Bobby Trice](mailto:rtrice@fcnl.org)** at rtrice@fcnl.org.

I. General Information About Your Visit

1. Your name: (First and Last Name).
2. Date of visit: (MM/DD/YYYY).
3. Community visited: (Full Name – *Multnomah Monthly Meeting*, **not** *Multnomah MM*).
4. Format of visit: (Virtual, hybrid, in-person).
5. How did Friends attending your presentation sign in?
 fcnl.org/VFGuestbook Paper guestbook form Both
6. How many people attended? (Approximate the number of attendees).
7. Please write 2-4 sentences describing your presentation content, audience engagement, and potential next steps for Friends and FCNL.
8. What would you add or change about your presentation for next time?
9. If you prefer to submit your report as an audio recording, video, or another file format, please respond to the prompts below and upload your file in the online form found at fcnl.org/VFReport or email it to Bobby.

II. Report Prompts

Visiting Friends



1. What are your first three impressions about this event and the community?

2. What questions did Friends ask?

3. What issue interests and leadings to witness did you see in this community?

4. Who were the most engaged attendees? Add a note about why you consider them notable for FCNL staff to know about.

5. Did you send a follow-up email or letter of thanks to the event organizer?
 Yes Working on it Not yet

6. FCNL will be sending follow-up emails and materials to those who attended your presentation. What would you recommend we include? Is there anything else FCNL should know for our outreach with this community?

7. Are there any updates to this community's officers or FCNL volunteers? Please include names and contact information for the current clerk/pastor and FCNL Quaker Contact so staff can keep our records up to date.

8. Is there anything else we should know about your visit?

8 – FCNL Advocacy Resources

This collection of FCNL resources is included to inform you of the various educational materials we have developed so you can recommend tools to support Friends learning, advocacy, and civic engagement. You do not need to share or even read all these documents; rather, this collection is just for ease of reference. Resources are grouped by topic.

Resources on Communicating with Congress

- [*Communicating with Congress*](#) - Congressional Management Foundation Research Report. What methods of communication have the most impact on members of Congress?
- [*New Tools to Support Your Digital Advocacy*](#): Tutorial on how to use our online action center.
- [*Write Effective Emails to Congress*](#): Article with tips and tricks for writing better emails to Congress.

Resources on Media Advocacy

- [*Influence Local Media*](#): Article with tips and tricks for influencing local media as an advocacy tactic.
- [*RAFT: Publish Letters to the Editor*](#): How to write a letter to the editor and get published!

Basic Resources on Lobbying

- [*Lobby Congress from Home*](#): A step-by-step guide to virtual lobbying, batteries not included.
- [*Lobby Visit Roadmap*](#): A tool for planning a lobby visit with your group. Assign roles and practice.
- [*Policy issue resources*](#): Fact sheets, articles, and action alerts on our priority legislative asks.

Advanced Resources on Lobbying

- [*Scales of Leadership*](#): A tool to help you adjust your ask based on your elected officials' stances.
- [*Help! My Representatives Are Great. What Now?*](#): Advocating effectively with supportive officials.
- [*Help! My Representatives Never Agree with Me*](#): Advocating effectively with opposing officials.
- [*Why Won't My Member of Congress Meet with Me?*](#): How to get a meeting with your official.
- [*f/friends in Unlikely Places: Engaging with Those Who Don't Agree with You*](#)

Resources for Quaker Meetings

Visiting Friends

 Friends Committee
on National Legislation

- *Meeting Minutes as Advocacy Tools*: Resources to help you turn your minute into advocacy.
- *The World We Seek: Statement of Legislative Policy*: Pamphlet articulating FCNL's broad policy concerns and stances.
- *A Theological Perspective on Quaker Lobbying – Margery Post Abbott*: Pamphlet tracing the theological and historical roots of Quaker lobbying.
- *Quakers: A Quick Guide – Carl Abbott*: Digestible introduction to Quakerism in pamphlet form.

9 – FCNL Program Flyers

These resources are graphics you can share with communities visited if anyone is interested. These will be most helpful for taking some visual materials with you on in-person visits.

Flyers

- ***Lobbying Impact***: FCNL's strategic lobbying gets results. Learn more about how we're working together for change.
- ***Advocacy Teams***: Quaker vision. Collective action. The Advocacy Teams network is made up of over 1,500 Quakers and friends from across the country who use their power as constituents to make change in Washington. Our success comes from our commitment to building relationships with Congress grounded in mutual respect and listening.
- ***Young Adult Programs***: This is what a lobbyist looks like! At FCNL, we create opportunities for young adults to work for peace and justice in Washington D.C. and beyond.
- ***Send a Young Adult to Spring Lobby Weekend 2022***: Meetings, churches, and individuals can directly sponsor specific individuals of their choosing to attend Spring Lobby Weekend by paying for their housing and travel.

10 – Resources on Intervisitation and Traveling Ministry

These resources are collected for Visiting Friends to learn more about traveling ministry and intervisitation, both historically and in the present day.

- *Why Traveling Ministry Is Vital for Quakers in the 21st Century* | *QuakerSpeak*, 2015. Friends explore the time-tested practice of Quaker traveling ministry, still a powerful tool for Friends meetings to “renew their minds and wake up.”
- *A Ministry of Presence* | *Friends Journal*, 2016. Describes Baltimore Yearly Meeting’s intervisitation program and how they frame it as a “ministry of presence.”
- *Nurturing Calls to Ministry in Friends Meetings: How FGC’s Traveling Ministries Program Can Serve Your Meeting*; FGC pamphlet.
- *InterVisitation: Travel Under Religious Concern—Quaker Heritage and Present Need*, Van Ernst; Friends World Committee for Consultation, Section of the Americas pamphlet.
- *The Cost of Traveling Ministry*, Ashley Wilcox; questforadequacy.blogspot.com.
- *Walk Worthy of Your Calling: Quakers and the Traveling Ministry*, Margery Post Abbott and Peggy Senger Parsons, editors; Friends United Press.
- *Go and the Lord Go With Thee*, Sue Glover; Sessions of York.

Visiting Friends



11 – Visiting Friends Program Reimbursement Request Form (2022)

Please use this form to calculate your reimbursement request for Visiting Friends travel. The first time you request reimbursement, please fill out an [FCNL ACH Authorization Form](#) and a [Form W9](#). Return all completed forms and itemized receipts to Bobby (rtrice@fcnl.org) to receive reimbursement. **Preferred:** If possible, please submit your reimbursement request and upload itemized receipts when submitting your VF visit report online: fcnl.org/vfreport.

Reimbursement Policy

Reimbursement for travel costs to three (3) Visiting Friend visits in the total amount of \$700 per year will be made available from FCNL to current Visiting Friends as recommended by the Quaker Outreach Coordinator and approved by the Director of Quaker Leadership. If you are led to complete more than three (3) visits per year or there are other extenuating circumstances indicating a need for increased reimbursement, please reach out to FCNL staff. We cannot reimburse expenses greater than \$700 per year unless you have consulted with FCNL staff. Reimbursement will not be provided for virtual “travel.” FCNL recognizes that many Visiting Friends cover some or all their own expenses as an additional contribution to FCNL and does not seek to alter that practice. **Itemized receipts and a completed reimbursement request form must be provided to receive reimbursement.**

(I) Visiting Friend Information

- Name: _____
- Email: _____
- Phone: _____
- Date of visit: _____
- Meeting or church visited: _____

(II) Reimbursement Calculation

Expense Category	Amount
Travel by air/train/bus	
Local bus/taxi/rideshare	
Travel by personal vehicle: (No. of miles ____ @ \$0.585/mile=)	
Travel by rental car	
Gas	
Parking	
Lodging	
<u>SUBTOTAL</u>	
Amount to be reimbursed from other sources, if any:	
Source: _____ \$ _____	
<u>TOTAL REIMBURSEMENT REQUESTED</u>	