

QUAKER LIFE CENTRAL COMMITTEE
Working Group On End of Life Issues
DRAFT TERMS OF REFERENCE

The Group shall work within these terms of reference, under the authority of minute 15.21 of Quaker Life Central Committee held 20 – 22 February 2015.

1. SUMMARY OF PURPOSE

As a result of prayerful consideration and discernment by Quaker Life Central Committee on different aspects of end of life issues, it was decided to set up a group to help Friends and Meetings explore these issues. To this end the Group shall be responsible for 1) developing a resource to help Friends share stories in their meetings relating to end of life issues 2) Inviting written contributions from Friends and evaluating whether and how these might be shared more widely and 3) Reviewing relevant resources and exploring ways that Friends and Quaker Meetings can be made aware of them 4) Consider whether there are other ways in which Quaker Life can encourage Friends and meetings to engage with these issues.

2. MEMBERSHIP

- 2.1 The Group comprises 5 members who will initially be appointed to serve until the end of June 2016. The opportunity of offering service on the group shall be made available to Friends through the Quaker Life Network and the names will be discerned by Quaker Life nominations committee. The group should include one Friend who is currently serving on Quaker Life Central committee
- 2.2 Quaker Life Central Committee will appoint a Clerk from the membership of the Group.
- 2.3 The Quaker Life Support for Meetings Officer will attend meetings and act as staff link to the Group. Meetings without a member of staff should occur only with the agreement of the General Secretary of Quaker Life.
- 2.4 The Clerks of Quaker Life Central Committee and General Secretary of Quaker Life may attend any meeting *ex officio* and will automatically receive all documents and correspondence circulated by the group.
- 2.5 The Group may invite the attendance of other Friends or specialists on an ad hoc basis to help on particular issues on its behalf, but may not co-opt on a permanent basis.
- 2.6 Other members of staff may be asked to attend for specific agenda items by invitation of the Group.

3. FREQUENCY OF MEETINGS

- 3.1 The Group shall meet as frequently as appropriate to carry out its task. Meetings should only occur with agreement of the General Secretary of Quaker Life.
- 3.2 The Group shall seek an appropriate balance between meeting together and communicating individually or collectively in other ways.

4. DUTIES & RESPONSIBILITIES

The Group will:

- 4.1 Use its own knowledge and expertise to develop a short resource to help Friends in meetings to facilitate safe and appropriate conversations around end of life issues.
- 4.2 Invite Friends to share their stories around end of life issues with the group for possible wider sharing
- 4.3 In the light of 4.1 and 4.2 consider:
 - Whether a wide scale sharing of Quaker stories relating to end of life issues would be helpful for Friends and meetings
 - Possible vehicles for any such sharing– anthology, ebook, wiki, film etc.
 - Whether it should include other forms of expression than the written word i.e. illustrations
- 4.4 In the light of 4.3
 - Recommend to Quaker Life Central Committee a process or processes for achieving the wider sharing of stories around end of life issues.
- 4.5 Review the resources available relating to end of life issues and recommended ways that Friends and Quaker Meetings can be made aware of them.
- 4.6 Work with the Quaker Life Representative Council Planning Group to seek an opportunity to engage Friends at a Quaker Life Representative Council in autumn 2015 or Spring 2016) with the work including the possibility of obtaining information from Friends that will inform the deliberations of the group.
- 4.7 Consider whether there are other ways in which Quaker Life can encourage Friends and meetings to engage with these issues.
- 4.8 Produce a plan for the work - addressing item 4.1 first and concluding with a written report to Quaker Life Central Committee on a named date. The plan should be shared as soon as possible with Quaker Life Central Committee.

5. AUTHORITY & ACCOUNTABILITY

- 5.1 The Group is accountable to Quaker Life Central Committee and draws its authority from it. It supports the policies and planned work of Quaker Life Central Committee and Department.
- 5.2 The Group will make use of the Quaker Life Network and liaise with the Quaker Concern around Dying and Death, the Quaker Life Representative on the Churches Funerals Group and Woodbrooke Quaker study centre keeping them apprised of the progress of the work. The group should also liaise with other Quaker meetings and groups working on similar connected issues.
- 5.3 The Group shall make reports to Quaker Life Central Committee as required, and will be involved in Quaker Life integrated working with other groups and committees.
- 5.4 The Group shall work according to the Quaker business method, as described in chapter 3 and elsewhere in *Quaker faith and practice*.
- 5.5 The Group shall keep notes of all its meetings, minute decisions made in formal meetings and keep these notes and minutes together as a record of its work. Its notes

and minutes will be forwarded to the Quaker Life Central Committee Planning Support Group and minutes will be forwarded to Quaker Life Central Committee.

- 5.6 In carrying out its task, the Group may communicate informally with Quaker meetings, committees and groups as necessary. Formal communication with other committees and bodies outside Quaker Life shall be through Central Committee.
- 5.7 The Group will work within the budget drawn up by the General Secretary as part of the operational plan approved by Trustees.