

Setting up an Intermediate Meeting of Quakers in Scotland

Draft document for discussion

Quakers in Scotland is the Area Meeting for most Friends in Scotland. An Intermediate Meeting is a meeting of Quakers in Scotland (QiS) outwith the regular cycle of main meetings, which is empowered to make some decisions that are usually required to be made by Area Meetings in session, as described in Church Government (<https://qfp.quaker.org.uk/chapter/4>).

Requirements for setting up an Intermediate Meeting are described here. Quaker events which do not involve AM business do not need to follow the procedure outlined below, but all events need to follow any other QiS policies that are relevant, including health and safety, safeguarding, equality.

The term 'Intermediate Meeting' need not be the main name of the event. It could, for example, be North Scotland Quarterly Meeting, or Young adults (Scotland) Meeting, followed by (Intermediate Meeting of QiS) in brackets, or in a subtitle below the main heading.

Planning Intermediate Meetings

- A clerk must be appointed in advance who will also be responsible for communication before and after. A first appointment should be made by the group proposing the meeting, supported by Friends from at least 3 local meetings. Subsequent appointments by the Meeting in session.
- The clerk should write to the clerk of QiS at least six weeks in advance explaining the nature of the grouping and the range of likely attendees (e.g. Highlands region, or young adults).
- Describe the intended date, and if to be repeated, frequency of meetings (repeated requesting is not required if plans are previously agreed).
- Describe the business that you propose to conduct. The following have been most frequently suggested:
 - To consider membership applications and lists
 - Noting deaths and recording a Minute where appropriate
 - Arrangements for marriages, funerals
 - Appointment of regional chaplains, prison visitors, other representatives relevant to the location or composition of the group that is meeting
 - Paragraph 10 at <https://qfp.quaker.org.uk/chapter/4> lists AM responsibilities; others from this list may be possible with discussion
- Note that Intermediate Meetings should not agree a minute that would impose an obligation on Friends who are not part of that Intermediate Meeting.
- If funding is required to hold or facilitate meetings, apply to the QiS Treasurer.

Right and proper ordering

For decisions to be valid

- The meeting, with outline agenda, must be advertised to Friends at least four weeks in advance through the QiS administrator, and through any local meetings or groups that are expected to be involved. Members from any local meeting in Scotland may attend, and attenders with the permission of the appointed clerk.
- Friends (including members) from at least 3 local meetings must be present.
- Matters should be conducted using Quaker business methods.

- The agreed Minutes recorded by the clerk at the time should be sent to the Clerk of QiS within 7 days, and include
 - Minutes covering each matter that is an AM responsibility.
 - Number of members and attenders present, and list local meetings that they are from, and how many in person/virtual.
 - Other activities will usually occur at Intermediate Meetings. It is useful if the Minute returned to QiS outlines the context.
 - Any information required in order for QiS to record details fully. For example for new members, contact details should be appended so that they can be added to the register of members held by QiS, and included in the tabular statement to BYM.

As long as the Meeting was properly held, decisions will be recorded at the next full meeting of QiS.

For SESAM:

QiS is keen to hear details of concerns about these or any other issues related to QiS. Martin Burnell (martinburnell@gmail.com) and Neil Turner (neiltturn@gmail.com), both from South Edinburgh Meeting, are QiS trustees from SESAM. We're very keen to hear questions or comments on these or any other matters. We will answer questions directly if we can, or pass them on if not, and will collate all comments.

v2 21 April 2026

v2.1 (Minor modifications) 10 July 2026