

## G. Memorial Minutes

II.G.1. When a Friend dies, the Meeting may find it appropriate to write a memorial minute detailing and commemorating that Friend's life. But Friends often do not know what to include in such a minute. Using the example of Sara Strong (bearing no relation to any person either living or dead) let us consider what might be included in a minute, why some items are more important than others, and what should happen to such a minute. Two examples of a memorial minute for the mythical Sara Strong appear in the Appendixes.

II.G.2. A memorial minute should say when and where the Friend died and the names of the immediate family. This will help genealogists, who are prime users of Friends' records. The minute should say when and where the person was born and the names of parents. This will help a researcher in further investigation of the membership records of the Monthly Meeting to get more details.

II.G.3. Not everything that the member did can or should be listed, since with particularly active members this could become a book in itself. Mention of notable community activities may be made. If the member was active at the Quarterly or Yearly Meeting level, a brief summary of those activities should also be made. If the member's occupation was significant in his or her life, this may be stated. Some comment about those personal qualities that endeared the person to the Meeting community may be offered.

II.G.4. Memorial minutes need not be long to be effective. The first example for Sara Strong is only 206 words long. Yet by reading this minute a researcher will know something of her genealogy, where she lived, and what her primary interests were.

II.G.5. What should happen to a memorial minute after it is written? The "record copy" or "original" is kept at the Monthly Meeting. This may be either with the regular Monthly Meeting minutes or in a special memorial book of minutes as each Monthly Meeting decided. A copy should be given to the family of the deceased. A second copy may be forwarded to the Quarterly and Yearly Meeting if the member memorialized was active in the Quarter or Yearly Meeting. In the example of Sara, her minute could be forwarded to the Yearly Meeting since she had spent years working with the Yearly Meeting Religious Education and Camping Program Committees. Conversely, had the fourth paragraph not been included and had Sara only participated in Friends at the local level, then her memorial minute would not be forwarded. A memorial minute should be signed by the clerk of the Monthly Meeting on behalf of the Meeting.