

Pacific Yearly Meeting Communications and Membership Database Policies

*These policies were approved at PacYM Annual Session on July 28, 2021:
Minute AS 2021-09: Policies for Communications and Membership Database*

Pacific Yearly Meeting Communications and Membership Database Policies

1. Information Included in the Communications and Membership Database

The PacYM Communications Committee, which is responsible for the PacYM communications database, is committed both to simplicity and to providing PacYM officers, committees, and representatives with the information they need to carry out their ministry. As of February 2021, the committee has discerned that the database will store the following information:

- full name*
- year of birth
- pronouns
- racial/ethnic identities
- mailing address
- phone number
- email address
- primary monthly meeting or worship group*
- membership status*
- roles served in primary monthly meeting
- “do not publish” option (whether the Friend’s information may be included in directories produced from the database)
- “do not contact” options (whether this Friend may be contacted by phone and/or email)
- roles served in yearly meeting and quarterly meeting (this information is provided directly by the yearly and quarterly meetings)

*designated as required fields

The committee will request that Friends with children (under 18) in their care provide the following information for each child:

- full name
- month and year of birth
- primary monthly meeting or worship group
- name of parent/guardian

Additionally, the committee will request that Friends who sometimes bring children who are not usually in their care (e.g., grandchildren, children of another Friend) to Quaker gatherings indicate this.

2. Membership Information

Communications Committee believes that for the database to fulfill its membership function, all members would need to have their names and monthly meetings recorded in the database. This information is already maintained by the yearly meeting, but in a less secure form than the database. When someone who is a member of a monthly meeting in Pacific Yearly Meeting does not provide their information for the database, the Communications Committee and Statistical Clerk, guided by the discernment of the directory manager of the Friend’s monthly meeting, may enter

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into the database limited information about them from other sources (e.g., monthly meeting directories):

- full name
- primary monthly meeting
- membership status

This information will be classified as “Do Not Publish” in the database, meaning that it will not be visible in any directories generated from the database and only individuals with direct access to the database (a small number of Friends who serve in certain yearly meeting roles and who have undergone training to use the database) will be able to see and use the individual’s information. In particular, it will not be accessible through searching the internet.

3. Access to and Transmission of Directories Derived from the Database

Direct access to the database will be limited to as few Friends as feasible, and these Friends will be required to undergo training in how to use the database before being given access.

Any member or attender of a monthly meeting or worship group within Pacific Yearly Meeting, and any Friend serving on a Pacific Yearly Meeting committee, may view and download the current PacYM directory as a pdf from a password-protected section of the website. The pdf will also be password protected.

Friends are expected to practice respectful stewardship of other Friends’ personal information. Accordingly, Friends may not send directories by email. A Friend who wishes to share a directory with another Friend within Pacific Yearly Meeting may:

- instruct them how to download a copy from the PacYM website, or
- print a copy and share it in person or by postal mail

Friends should not share directories outside of PacYM. If someone outside PacYM needs access to a directory, they should contact the Communications Committee (communicationsclerk@pacificyearlymeeting.org).

Quaker organizations, Friends from other yearly meetings, and individuals with a need to contact Quakers (e.g., a researcher of Quaker history) may contact the Communications Committee to request directories. Communications Committee will then discern whether the request is in accordance with the policies and agreements it has made with Friends and respects the privacy needs of each person whose information is published in the directory. Data will not be shared for commercial purposes.