Quaker Meetings Network

Brochure

To Meetings in the US

Please read out US brochure, available at https://quaker.app/us/brochure

1   Background

In 2017, a Quaker Website Project Group (QWPG) was formed to address the widely needed effort to improve websites of Quaker Meetings in Britain. It was identified that many meetings were running websites that (a) appeared dated in the modern age of the internet; (b) did not perform well on mobile or tablet devices; (c) were established (and perhaps maintained) by one technically minded Friend but lacked contingency for if/when this Friend moved on or passed on the role to someone less abled.

Separately from this initiative, Britain Yearly Meeting (BYM) offers an information page about each local meeting on their website following the templated path **https://quaker.org.uk/meetings/LMname**, but this page is controlled by BYM and not editable by Local or Area Meetings. If information on these pages requires updating, meetings must email *updates@quaker.org.uk* who will then manually process the data.

The QWPG, which by 2018 had grown to over seventy Friends from around Britain, discussed various options with BYM including expanding the existing BYM resource, or BYM providing funding for a separate system for centralised website support for meetings. Unfortunately, BYM discerned that they were unable to coordinate the project or provided centralised funding.

From this decision was born the Quaker Meetings Network (QMN), a partnership enterprise between two developers who were prepared to build a system to satisfy the needs of the QWPG with the outlook that the costs associated with building and running the system will be funded by meetings themselves through annual fees. One of these freelancers is a website developer and consultant who has built and actively maintains five websites for Britain Yearly Meeting.

Britain Yearly Meeting is fully aware of and are supportive of Quaker Meetings Network but has chosen to not be involved with the programme at this time. They have provided information on our network in the Clerks mailing list and have directed meetings to us via Quaker Life. QMN has been designed and developed for longevity. We have contingency plans in place for circumstances should the developers cease to be involved in the project.

As of February 2024, our membership includes over **155 Local Meetings**, over **35 Area Meetings**, and over **10 Quaker groups** and recognised bodies. Over **1250** Friends have an account on our network.

2   Separating outreach and administration

Since the launch of our network in late 2019, we quickly learned that some meetings used their website for administrative tasks such as storing minutes and documents or housing a private members-only area.

We recognised that many meetings also needed a space for its internal activities, but also that this space should be separate from the outreach website of the meeting.

QMN has thus grown to support meetings is two distinct areas:

1. An **outreach website**, for publicising your meeting, its activities/events, and welcoming newcomers.
2. A **private intranet**, a space for internal affairs, facilitating discussions and connections between Friends online, and assisting in administration

⚑ This document has been written for Friends of all technical backgrounds. At times we might define terms and phrases for those less familiar with technical systems.

For those unfamiliar with the term **intranet** it means:

a place for sharing information, collaboration tools, operational systems, and discussions within an organization, usually to the exclusion of access by those outside of the immediate community

3 Outreach Websites

The first focus of this white paper is on what QMN offers in terms of outreach websites for Local Meetings. Area Meetings and Recognised Quaker Bodies/Groups may also use our websites – details of what we offer specifically to these types of groups can be found in a later section of this document.

QMN offers two kinds of outreach websites:

1. A single-page **Microsite**, for smaller meetings, for those who don't need lots of space for outreach.
2. A multi-page **Full Site**, fit for any meeting who would like lots of space to showcase their meeting.

3.1 Shared Features of Both Microsites and Full Sites

Feature	Description
A beautiful, modern, and responsive website	Modern websites need to look good on devices of any size. With desktops, laptops, tablets, and mobiles available in all shapes and sizes, it's challenging to ensure your site looks good to everyone. QMN websites are designed to modern standards and are fully responsive to any sized screen. We use professional, licensed web fonts, so our size looks great no matter who visits you. Our sites meet the same high levels of accessibility as giant corporate websites like Google, Wikipedia, as well as Britain Yearly Meeting. The appearance of our sites is maintained actively by our developers, and frequently minorly tweaked to ensure our sites look the best they can.

Editing webpages is straightforward and fun	QMN websites are customisable and are built using our bespoke custom page builder that is intuitive, easy and fun to use for Friends of all technical backgrounds.
SSL certified for high security	Websites now need to run over Secure Sockets Layer (SSL). You can tell if a website has SSL as you'll see a padlock symbol in the address bar (sometimes coloured green). SSL is now so ubiquitous that modern web browsers will actually say a website is "not secure" if it doesn't have SSL. We've found that the majority of Local Meeting websites do not have SSL. This looks very unprofessional and is a potential deterrent for outreach. Some web hosts charge up to £20/year for an SSL certificate. QMN provides SSL certificates at no additional fee for all of our websites.
Strong security and frequent backups	Our network has incredibly high levels of security to safeguard from bad things happening. We monitor the entire network traffic daily to detect for security issues, and have not had a single security breach since our launch. We create automatic daily backups of the entire network, and keep long-term weekly and monthly backups, so you can rest assured everything is safe and archived.
Utmost privacy protection	We uphold you and your websites visitors at the highest levels of privacy. We do not use any kinds of cookies on QMN websites for public visitors, so we do not have to annoy them with cookie banners. We do not use third-party analytics services, and we don't sell any of our data to third parties.
Maintenance and updates included	We maintain the network by updating the software that powers our community when updates are released. This is handled for you with no input needed from your website administrator(s). All updates and maintenance to our websites is included in the annual fee so you can be sure there won't be any surprise charges.
Centralised support	The responsibility to care for your website can change hands frequently as knowledgeable Friends move on to other responsibilities. QMN support is centralised, providing a constant point of support no matter whose job it is to maintain the website. We have a large and ever-growing library of support articles on using our network. Know that we are always there if you run into troubles.
Control your Local Meeting data	QMN maintains a database of Local Meeting information (address, location, meeting times, etc.) that we use to run our own *Find a Meeting* search engine, Area Meeting webpages, and your QMN website. By joining QMN, your meeting will directly control all this data and can update it across the entire network at the click of a button.
High quality maps and geolocating	We use a responsive, high quality map interface powered by Google Maps (cookieless) to help enquirers find your meeting. On our search

	engine, visitors can find nearby meetings too, on an interactive map. We also support what3words to help people pinpoint the exact location of your meeting.
Search Engine Optimisation (SEO)	SEO is crucial for ensuring that your website appears towards the top of internet search engines like Google and Bing. Managing SEO can be a handful, but QMN websites handle all of it for you, automatically.
Quakerly stock photos	We have a large and growing library of professional Quaker stock photos to aid you in building your website.
Ethical hosting	The entire Quaker Meetings Network is run on 100% green energy powered servers. We also donate monthly to the National Trust's *Plant a Tree* fund to further reduce the carbon footprint of our online network. Our network is infinitely scalable, ensuring your website will be lightning fast even if we're running hundreds of websites.
Unlimited bandwidth	There are no limits to the traffic of your website.
Plenty of storage for your images	We provide a generous amount of disk space for storage images to use on your website.

3.2 Differing Features of Microsites and Full Sites

Feature	Microsite	Full Site
Event calendar	Only the next 3 upcoming events in your calendar are visible, focusing on promoting the immediate events.	Show as much of your event calendar as you choose: you can customise how many months in the future/past to display.
Contact form	Form submissions are sent to a single email address.	A smart contact form enables you to automatically distribute form submissions to multiple email addresses based on the subject of the enquiry.
Room lettings	Lettings should not be a priority of your website.	Our page layouts are designed to work beautifully with images to make sure you can showcase your spaces beautifully and bring in lettings. There is an entire page available to promote your lettings.
Email accounts	Not included	Included

3.3 Domains, URLs, Web Addresses

3.3.1 Definitions

To aid with this section, we summarise briefly some definitions for unfamiliar Friends.

Domain

An identifier that points to your own private space on the internet

Example: the two primary domains of QMN are **quakermeeting.org** and **quaker.app**

Subdomain

A subsection of a domain that is treated completely uniquely from the parent domain

Example: Wandsworth LM's subdomain on the QMN network is **wandsworth.quakermeeting.org**

URL (also **Web Address**)

A reference to a web resource that specifies its location. For most websites, it incorporates a protocol (i.e. https://) followed by a domain.

Example: the URL of Wandsworth LM's website is **https://wandsworth.quakermeeting.org**

Note, most web browsers will automatically use the protocol best suited to each website, so you'd only need enter "wandsworth.quakermeeting.org" into your web browser to find the website.

3.3.2 Architecture of QMN URLs

QMN provides websites to Local Meetings at subdomains of **quakermeeting.org**. We also own the "**.org.uk**" version of this domain which redirects requests to the **.org** domain. The reason for choosing .org is to shorten the URL of our websites, which can get long if the Local Meeting name is large. In general, the less to type into the address bar the better.

This means the URL or Web Address of *Example Local Meeting* would be found at **https://example.quakermeeting.org/**

Note that this is a "talking URL" – if you say it out load it literally sounds like "Example Quaker Meeting"

Note that subdomains are treated as entirely separate websites to our primary domain. Your website will be treated uniquely in term of search engines and content management. It is your way to have your own public space as part of our wider network.

3.3.3 Using a Custom Domain

Many meetings already own their own custom domain or would prefer to use a custom URL. For example, Chichester Local Meeting owns their own custom domain **chichesterquakers.org.uk**. Thus, they have chosen to run their QMN website at: **https://chichesterquakers.org.uk**

However, if you were to visit their "natural" QMN address (**https://chichester.quakermeeting.org**), you would be seamlessly redirected to their custom web address.

Owning and running your own domain carries associated costs. These are not significant but nonetheless is something your meeting needs to consider when deciding where they want their site to be found online.

We have had meetings (a) use their own domains; (b) keep their custom domains but switch to the QMN website address and point their custom domain to simply redirect to their new QMN website address; (c) lay down their custom domain when they switch to QMN.

Managing the ownership and administration of domains is a technical task and one that can be challenging to the non-specialist. QMN offers domain services that can manage all the aspects of your domain(s) for you for a small annual fee, allowing you to centralise this responsibility with technical experts.

3.4 Email Accounts

An attractive resource for meetings is the ability to run centralised, role-based email accounts that are linked to your website, such as clerk@, treasurer@, lettings@, warden@, etc. This enables improved record keeping, and when the roles change hands, the mailbox login can simply be handed to (or reset by) the new Friend, cutting out any administration of circulating the personal email account of the new Friend. To run email accounts on QMN, we do require your meeting to run your own custom domain (see section 3.3.3) as we do not provide email accounts at subdomains of *quakermeeting.org*.

3.5 Area Meetings

As part of the QMN search engine (found at https://quakermeeting.org) we provide Area Meetings a free webpage that lists all the LMs within the AM as well as providing a space to publicise Area Meeting events.

The templated path for AMs is as such: *https://quakermeeting.org/area-meeting-name*

For example, Kingston & Wandsworth AM's free webpage is found at
https://quakermeeting.org/kingston-wandsworth

Area Meetings can manage all of the data displayed on this page: they can (1) update all LM information in our database (2) add their events to their AM event calendar. They do both of these things through our intranet (more on this in section 4). They cannot however modify the appearance or add specific content to this webpage. All of AM webpages follow the same layout & system.

Area Meetings may wish to run their own outreach website, where they can also have space to list documents of public record, provide in-depth material of Quakerism in their local area, and boost outreach.

Area Meetings are welcome to establish their own website on our network, but only our Full Site package is available (as the Microsite template is bespoke to Local Meetings). Additionally, your AM will need to use its own custom domain name (as our subdomain system is bespoke to Local Meetings).

Our website builder will allow you to build a full website for your Area Meeting, and we have also designed a bespoke "Our Meetings" page which lists similar content to the free AM webpage in terms of discovering LMs on a map.

A list of AMs who are currently using QMN is available later on in this document, you may wish to consult these sites to see what is possible with our system.
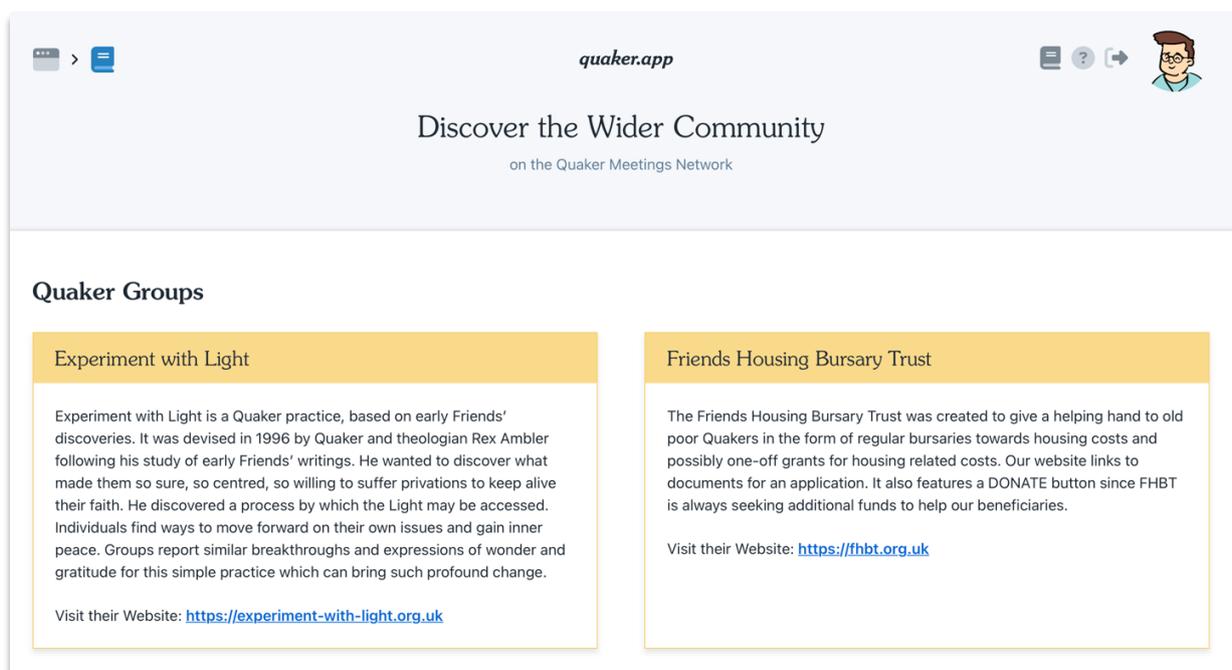
3.6   Quaker Recognised Bodies / Groups

In a very similar manner to Area Meetings, our website builder and our network can also accommodate group of Quakers in Britain.

We offer a slightly adjusted template to that of our LM or AM websites which allows a more custom website footer, and we can also accommodate your official logo at the top of your website pages if you have one.

Quaker groups will need to use our Full Site package (as the Microsite template is bespoke to Local Meetings). Additionally, your Quaker group will need to use its own custom domain name (as our subdomain system is bespoke to Local Meetings). Your group will be able to use all of our services, including having a private intranet, using centralised email accounts if desired, and more.

A list of Quaker groups who are currently using QMN is available later on in this document, you may wish to consult these sites to see what is possible with our system.

Lastly, our online network also contains a **Discover** page, which lists all of the Quaker meetings and groups who are with us. Noteworthily, we provide a space for Quaker groups to advertise themselves to help spread the word about what they do, and with our growing user base of over 1200 Friends nationwide, you'll be reaching lots of curious Friends!

4 Intranet

The epicentre of the Quaker Meetings Network is our network "hub", a website called **Quaker.app**. The URL of this website is:

https://quaker.app

🏴 For those unfamiliar, the domain **.app** works exactly the same as **.com** or **.org**

.app is a generic top-level domain (gTLD) created in 2018 for websites dedicated to performing an application or service and .app websites have an added benefit that they only operate over SSL encryption, ensuring high levels of security at all times.

Please do not confuse our .app website with the apps that you get on mobile phones/tablets!

Quaker.app is a closed space. It is only available to users with individual accounts, and Friends can only create accounts by being invited to join using an *invitation link*. Each meeting or group has its own unique intranet and its own unique *invitation link*, and it is up to your meeting to decide how widely to share the invitation link.

Controlling access to the intranet is a core concept. You can opt to approve all connection requests to your intranet, and you can control exactly which areas of your intranet each member can access. This is important for limiting access to potentially sensitive information/resources.

Every meeting or group who joins QMN will automatically get an intranet on Quaker.app which acts as the "hub" for all the activity of that meeting or group on QMN. You can tailor which tools are active on your intranet based on the services you need.

4.1 Features of Quaker.app

Feature	Description
Private intranet	A private space for your meeting which can only be accessed by those who (a) know the invitation link (b) create a personal user account on Quaker.app (c) are approved to join your intranet, if you enable connection approvals.
Notice board	A digital notice board for your intranet. The notice board is the "homepage" of your intranet and includes a list of events in your intranet's calendar for the current month.
Discussion forum	A space within your intranet to hold online discussions in an open forum-style setting. Our forums are simple and straightforward so any Friend can interact with them.
Document storage	A secure place to store your documents and minutes. Our storage is scalable, so you only pay for what you need. Files and folders

	can be shared using unique links that have the option to be password protected. If you update your documents frequently, our system allows you to upload new versions of documents without needing to update any metadata or sharing links. Documents can be protected to ensure they cannot be deleted (e.g. useful for master lists etc.).
Event calendar	Your intranet event calendar is the place to promote upcoming events. Public events in your calendar are used all over QMN to promote your events, including on your outreach website, or if your group is an AM on your AM webpage. You can also list events as "private" and these are only displayed on your intranet calendar.
Email accounts	Quaker.app is the place you administer your meeting's email accounts, request new accounts, and keep track of disk usage. You can also download instructions for installing your email account on your computer or mobile/tablet device.
Domain management	If you use QMN's domain management services, you will be able to see your domain(s) listed in Quaker.app and check all their settings and pending renewal dates.
Billing	All billing for QMN services is facilitated on Quaker.app using Direct Debit. In our Billing area, your treasurer can easily keep track of current and upcoming service charges and see historical payment information. Payment methods can be delegated from other intranets (for example, if an AM pays for a LM).
User management	The person, or small group of people, who are ultimately responsible for looking after your intranet are called the intranet administrator(s). These people can view and access everything on your intranet, but importantly can manage the users of your intranet. They can grant/revoke access to certain areas for certain users, and approve and/or remove users from the intranet.
Subgroups	Subgroups can be created within your intranet as a private space for close groups like committees. Subgroups have their own membership managed by a single convenor, and they have their own discussion forum, calendar, and document storage.
Support Center	Quaker.app has a large support center. We have written manuals on all of our services which guide you through using them using screenshots. Administrators can access our Support Tickets system if you need to contact the QMN support team directly for 1-2-1 assistance.

5 Joining

To join the Quaker Meetings Network, use our online registration system at https://quaker.app/register

During the registration you'll be asked to upload an official record of your meeting or group's decision to join QMN (i.e., a copy of a relevant minute from a business or committee meeting, or a signed letter from a clerk or convenor).

6 Service Charges

All our fees are exclusive of VAT and no VAT will be chargeable.

6.1 Annual Plans

There are four annual plans for QMN with tiered services to ensure every meeting can join no matter the meeting's size:

	Microsite	Microsite Plus	Intranet Only	Full Site
Annual fee	£24	£40	£40	£96
Public outreach website	Single-page Microsite	Single-page Microsite	None	Multi-page Full Site
Intranet on Quaker.app	✓	✓	✓	✓
Intranet user limit	5	Unlimited		
Notice board	✓	✓	✓	✓
Event calendar	✓	✓	✓	✓
Access to support center	✓	✓	✓	✓
Discussion forum	✗	✓	✓	✓
Document storage	✗	✓	✓	✓
Subgroups	✗	✓	✓	✓
Email mailboxes	✗	✗	✗	✓
Usable by Local Meetings	✓	✓	✓	✓
Usable by Area Meetings	✗	✗	✓	✓
Usable by Quaker groups	✗	✗	✓	✓

6.2 Domains

You have the option of centralising the management of your domain(s) with QMN. We presently support the following domains: **.org**, **.org.uk**, **.org**, **.com**. Support for other domain types can be considered on a case by case basis.

We charge a **one-off** administrative Onboarding Fee of **£15** for installing your QMN website at your custom domain and for onboarding each domain to our network, which covers either the procurement of a new domain name, or for existing domain names, working with your current domain manager to handle the migration of the domain and any email accounts associated with it, and any renewal fee owed to the domain registrar during the transfer.

We charge an **annual** Domain Fee of **£15** which is payable at the same time as your Annual Plan, and covers ongoing administration, management, and includes the annual renewal fee payable to the domain registrar.

If, once we have onboarded your domain(s), a renewal fee(s) is not payable in the next 12 months (for example, if when you purchased your domain, you paid renewal fees for more than 1 year upfront), then our annual Domain Fee is reduced to £5 per year until a renewal fee falls payable.

If you are transferring a domain to QMN, in the interim we will provide a temporary subdomain for you to use to build your QMN website so that you can begin to build your website prior to transferring your domain to us.

Please note that **Area Meetings** or **Quaker Group or Body** who wish to run a QMN website **must** provide their own custom domain. If they don't already have one, we can purchase a new one for you when you join our network.

6.3 Disk Space

As part of your annual plan, you receive 500 MB of disk space on your outreach website for images and a limited number of files. You also receive 250 MB of disk space on your intranet for document storage. You further receive 1GB (1000 MB) of disk space for email accounts (note you need your own custom domain to use email accounts).

Additional disk space above the included quota is available at a flat rate of **1p** per MB per year. This may be available pay-as-you-go or as upgradable bundles.

6.4 Email Accounts

Meetings on our Full Site package can use 5 emails mailboxes with their custom domain. If your meeting requires additional accounts these can be provided for **£2** per account per year. Note that purchasing additional accounts does not raise your disk space.

If you already have email mailboxes with your custom domain and wish to migrate them to QMN, we will migrate your email for free as part of the domain transfer administration.

If your meeting uses an external mail service, such as Google Workspaces (formally GSuite) or Microsoft 365, you can continue to use these services when you move your website/domain to QMN.

7 List of Communities on the Quaker Meetings Network

The following section lists all communities who are in some capacity part of QMN as of 10 February 2024. Most have websites, some are not yet launched, and some may be in the progress of migrating to us.

7.1 Local Meetings

Acomb, Alderney, Alford, Alton, Andover, Ashburton, Ashford & Folkestone, Bailrigg, Barnstaple, Basingstoke, Beverley, Bideford, Birkenhead, Blackburn, Bognor Regis, Bolton, Boston, Bradford Quaker Meeting, Brant Broughton, Brentford and Isleworth, Bridgwater, Brighton, Broadstairs, Bromley, Bude, Bull Street, Bunhill Fields, Cambridge Hartington Grove, Cambridge Jesus Lane, Canterbury, Chester, Chichester, Chorley, Clitheroe, Colchester, Come-to-Good, Crawshawbooth, Croydon, Darlington Quaker Meeting, Deal, Dorking, Esher, Ettington, Exeter, Exmouth, Falmouth, Farnham, Faversham, Finchley, Forest Hill, Friargate, Friends House, Gainsborough, Garstang, Godalming, Golders Green, Grimsby, Guernsey, Guildford, Halifax Quaker Meeting, Hammersmith, Hampstead, Harrogate, Headington, Hebden Bridge Quaker Meeting, Heswall, Horsham, Huddersfield Quaker Meeting, Hull, Hythe, Ilminster, Isle of Wight, Jersey, Keighley, Kettering, Kingsbridge, Kingston, Kirkbymoorside, Lancaster, Leicester, Lincoln, Liskeard, Littlehampton, Loughborough, Maidstone, Malton, Marazion, Marlborough & District, Marsden, Milford Haven, Minehead, Muswell Hill, Nailsworth, New Barnet, New Earswick, Newark, Newport, Newton Abbot, Northampton, Oakham, Okehampton, Penzance, Petersfield Quaker Worship Group, Pickering, Plymouth, Polmont, Poole, Portsmouth, Preston, Reigate, Richmond-upon-Thames, Rochester, Romford, Romsey Quaker Worship Group, Rugby, Scarborough, Scholes Quaker Meeting, Settle, Sevenoaks, Sheffield Nether Edge, Shrewsbury, Sidcot, Sidmouth, Skipton, Southampton, Spalding, Spiceland, St Austell, Stansted, Stoke Newington, Streatham & Brixton, Swanage, Swarthmoor, Taunton, Tavistock, Telford, Thirsk, Tonbridge, Torbay, Totnes, Tottenham, Truro, Tunbridge Wells, University of Hull, Uxbridge, Wandsworth, Warwick, Wellingborough, Wellington, Wimbledon, Winchester, Winchmore Hill, Woking, Worcester, Worthing, Yealand

7.2 Area Meetings

Banbury & Evesham Area Quaker Meeting, Bournemouth Coastal, Brighouse West Yorkshire, Cambridgeshire, Cornwall, Craven & Keighley, Devon, East Kent, Gloucestershire, Hampshire & Islands, Lancashire Central & North, Leicester, Lincolnshire, London West, Luton & Leighton, North East Thames, North London, North Somerset, North West London, Northamptonshire, Oxford & Swindon, Pendle Hill, Pickering & Hull, Sheffield & Balby, South London, South Wales, Surrey & Hampshire Border, Sussex East, Sussex West, Teesdale & Cleveland, West Kent, West Somerset, West Wiltshire & East Somerset, Wirral & Chester, Worcestershire & Shropshire, York

7.3 Recognised Quaker Bodies & Other Quaker Groups

Discovering Quakers, Experiment with Light, Friends Housing Bursary Trust, London Quakers, Quaker Disability Equality Group, Quaker Truth & Integrity Group, Quaker Values in Education, Quakers in South West London, The Edith M Ellis 1985 Charitable Trust, William Gunn's Charity