

Name of Assembly	Yearly Meeting Ministry and Counsel
Time of Meeting	Announced time
Location	Announced location
Membership	<p>“. . .composed of the members of the Quarterly Meetings on Ministry and Counsel” . . . (FAITH AND PRACTICE p. 99)</p> <p>“Quarterly Meetings on Ministry and Counsel shall be composed of all the members of the Monthly Meetings on Ministry and Counsel within the Quarter.” (FAITH AND PRACTICE p. 88)</p>

Appointments

1. Presiding Clerk
2. Assistant Presiding Clerk
3. Recording Clerk
4. Assistant Recording Clerk
5. Members of committees including Recording Committee, Spiritual Life Commission, **Continuing Education for Pastors, Small Meeting Ministries**, and Committee for the Continuation of Recording. (See following pages for specific duties).

Purpose of Ministry and Counsel

“The Yearly Meeting on Ministry and Counsel shall carefully consider subjects which have reference to spiritual needs and may report its judgment to the Yearly Meeting for action. (FAITH AND PRACTICE p. 100)

Specific Responsibilities

1. May make reports to the Yearly Meeting.
2. Appoint a standing Committee on Recording of Ministers.
3. Receive reports from Committee on Recording.
4. Make recommendations relative to candidates for recording to the Yearly Meeting.
5. Appoint Spiritual Life Commission.
6. Receive reports from and give guidance to Spiritual Life Commission.
7. Prepare Minute of Advice.
8. **Appoint Continuing Education for Pastors Committee.**
9. **Receive reports and give guidance to the Continuing Education for Pastors Committee.**
10. **Appoint at-large members to the Committee of Continuing Education for Pastors.**
11. Receive reports and give guidance to the Committee for the Continuation of Recording.
12. Receive Quarterly Meeting Ministry and Counsel appointments for the Nominating Committee of Ministry and Counsel and representatives to Yearly Meeting Ministry and Counsel.
13. **Receive reports from Small Meeting Ministries Committee.**

Name of Commission	Spiritual Life Commission
Given Oversight by	Yearly Meeting Ministry & Counsel
Membership	
Appointed Members	9
Appointed by	Meeting on Ministry and Counsel on the recommendation of the Ministry and Counsel Nominating Committee
Term of Appointment	3 years
Ex officio Members	Superintendent Clerk of Yearly Meeting Ministry & Counsel
Chairperson	
Appointed by	Ministry and Counsel on recommendation of Ministry and Counsel Nominating Committee
Term of Appointment	3 years
Duties of Chairperson	<ol style="list-style-type: none"> 1. Plan, call and preside at meetings. 2. Make budget requests. 3. Represent commission as directed by commission action. 4. Follow up on commission actions to insure implementation of decisions. 5. Confer with ministers and Yearly Meeting leaders regarding plans for commission.
Commission Purpose and Concern	
Study and promote methods whereby ALL members of the Meetings may experience a deeper commitment to Christ.	
Specific Duties of Commission	
<ol style="list-style-type: none"> 1. Prepare Minute of Advice. 2. Plan and direct Ministry and Counsel Mid-Year Conference. 3. Help Meetings prepare State of Society Reports 4. Offer leadership to Monthly Meetings in areas of Commission concerns. 5. Administer Commission funds. 	

Name of Committee	Recording Committee
Given Oversight by	Yearly Meeting on Ministry & Counsel
Membership	
Appointed Members	6 (at least 3 members must be other than recorded ministers)
Appointed by	Meeting on Ministry & Counsel on the recommendation of the Ministry and Counsel Nominating Committee
Term of Appointment	3 years
Ex officio Members	Yearly Meeting Ministry & Counsel Clerk Superintendent

Chairperson

Appointed by	Committee on Recording
Term of Appointment	1 year

Duties of Chairperson

1. Plan, call and preside at meetings.
2. Make budget request.
3. Represent committee as directed by committee action.
4. Follow up on committee actions to insure implementation of decisions.
5. Counsel with candidates concerning reading assignments and matters of personal concern.

Committee Purpose and Concern

Have general oversight with respect to the educational and other qualifications of persons who are placed under the care of the committee.

Specific Committee Duties

1. Meet with each candidate and outline a course of study necessary to complete educational requirements for recording.
2. Make recommendations to the Yearly Meeting on Ministry and Counsel with respect to the recording of ministers.
3. Have periodic meetings with each candidate to review progress on the course of study.
4. Plan appropriate recognition of newly recorded ministers during Annual Assembly and present certificate of recording.
5. Maintain the handbook, PROCEDURES FOR RECORDING OF MINISTERS, NORTH CAROLINA YEARLY MEETING OF FRIENDS, by revising as needed with the approval of North Carolina Yearly Meeting of Friends Ministry and Counsel.
6. Review and update reading list every five years.
7. Set requirements for recording of ministers.

b. REQUIREMENTS FOR RECORDING

XI.B.2.b.

Requirements to be met by those under the care of the N. C. Yearly Meeting Committee on Training and Recording of Ministers (adopted by the committee 1979).

1. Those contemplating recording must have an A.B. degree (preferably from an accredited college). Each candidate shall present to the committee copies of college transcripts and studies pursued in preparation for recording.
2. We recommend that each candidate have the following tools in his/her library: (a) dictionary; (b) Bible dictionary; (c) Bible—various translations; (d) commentary on the Bible; (e) FAITH AND PRACTICE and other Friends publications; (f) Funeral Manual; (g) Instruction for weddings; (h) books on family counseling in addition to college requirements.
3. The candidate must read at least one book in each of the following categories: (some authors suggested)
 - A. Church History: (Kenneth Scot, Latourette, Hurst)
 - B. History of Friends: (Brinton, W. Williams, E. Vipont)
 - C. Christian Faith and Practice: (Rufus M. Jones)
 - D. Christian Doctrine: (Seeberg, Wiley)
 - E. Journals: (Fox, Woolman)
 - F. TESTAMENT OF DEVOTION (Thomas Kelly)
 - G. Ministerial Ethics: (Harmon, Thomas)
 - H. Evangelism: (Schaller, Kennedy, Getz)
 - I. Preaching: (Luccock, Blackwood, Broadus)
 - J. Christian Education: (Marvin J. Taylor, Lotz, Westerhoff)
 - K. Periodicals such as Christianity Today, Christian Century, Quaker Life
4. Participation in the Intern Program: (The purpose of this program is to provide each candidate for recording the opportunity for practical experience and training under the supervision of an experienced pastor in the context of a local Meeting.)
 1. The period of internship is to be completed during the senior year in college or the year immediately prior to recording. It may be completed during summer vacation with a minimum of six weeks, or if on weekends, over a period of no less than twelve weeks.
 2. The candidate will be assigned by the committee to an appropriate pastor. The candidate will be assigned to a pastor near his/her school or home. Selection of the pastor will be governed by the following criteria:
 - a. His/her Meeting shall be one that supports the Yearly Meeting and Friends United Meeting
 - b. He/she shall have a minimum education of a bachelor's degree from an accredited college (seminary preferred).
 - c. He/she shall have served effectively as a pastor in the FUM for no less than 10 years and the Yearly meeting for a period of no less than 5 years.
 - d. He/she shall be a full-time pastor.
 3. Funding:
 - a. A candidate may commute within a reasonable distance at his own expense
 - b. A candidate might live in the community for 6 weeks if the internship is completed during summer vacation
 - c. Yearly Meeting might participate in sharing expenses in special circumstances
 - d. Each individual will be treated equally. Meetings wishing to contribute should send funds to the Committee on Recording.
 4. Both candidate and pastor shall be required to keep records of the work completed and report to the Committee.

5. Work experience required during internship:
 - a. Preaching: the sponsoring pastor will oversee the preparation and delivery of at least one sermon, if possible in the local Meeting, if not possible, in private. Pastor shall have a conference of at least one hour with the candidate on this subject.
 - b. Weddings and Funerals: Conference of at least one hour with pastor in order to discuss procedures, techniques, and general information. When possible, opportunity should be given candidate for experience in visitation and ministry to the bereaved, visitation with a funeral director and the actual conduct of a funeral. The pastor may volunteer to assist the candidate in planning, and if needed, assistance in the first funeral and wedding after the candidate enters active pastoral service. Discussion on pre-marital counseling should be part of the conference on this subject.
 - c. Conduct of Meeting Business: The candidate is required to attend at least one Ministry and Counsel meeting, one Monthly Meeting, one Quarterly Meeting and one meeting of the Representative Body. The pastor shall spend at least one hour on this subject with particular emphasis on the pastor's role in the business meeting.
 - d. Visiting and Counseling: (one hour conference) Attention should be given to such matters as visiting etiquette, keeping records, hospital visitation, and the ethics of visiting. The candidate should accompany the pastor on a minimum of four home and four hospital calls. In conference such matters as directive and non-directive counseling, confidentiality, and active listening shall be considered.
 - e. Christian Education: The candidate shall teach a Sunday School class for a minimum of four sessions with the sponsoring pastor present to evaluate and discuss the work with him/her in conference.
 - f. Youth Work: The candidate shall meet with the youth a minimum of four sessions. He shall plan and execute two youth programs. A conference of at least one hour shall be held with the pastor on Christian Education and youth work.
 - g. Meeting Finances: The pastor shall acquaint the candidate with budget making and fund raising and if possible, the candidate shall be involved in the formulation of both.
 - h. Administration: The pastor shall provide a conference of no less than one hour on the subjects of Meeting finances and administration duties.
 - i. Music: Pastor or director of music shall provide a conference on church music.
 - j. In addition to these experiences in the local Meeting, the candidate shall be required to attend a one-day seminar under the care of the committee to acquaint him/her with the organization and function of the Yearly Meeting and FUM and related organizations. (For the committee: Subjects to be covered by the seminar are an interpretation of the Yearly Meeting budget; the work of the Superintendent and his/her responsibility with the pastors; pastors' insurance and retirement programs; a discussion of the organization of the Yearly Meeting and the programs; a discussion of the Yearly Meeting and the function of its committees and commissions; introduction to Yearly Meeting evangelism, youth work, etc.; an interpretation of FUM programs; a discussion of the relationship of the Yearly Meeting with related organization, such as Friends Homes, American Friends Service Committee, Guilford College and Friends Committee.)

6. The paper on Essential Truths—Before recording, each candidate shall write a paper on the Essential Truths in which the following suggestions are considered: (a) Why the Pastoral Ministry? (b) Why Friends? (c) Background of experience, concern, calling to the ministry. (d) Reaction to Friends testimonies. (e) Loyalty to the Friends movement. (f) Distinctives of Friends doctrine and practice. (g) Expression of special individual concerns. This paper should be in the hands of the committee at least by May 30.

7. Soon after being placed under the care of the committee, the candidate (and preferably spouse) must participate in a career-counseling program. The committee pays all expenses; the report is made directly to the chairperson; it is a two-day evaluation program.

c. PROCEDURES FOR RECORDING OF MINISTERS

1) Prerequisites

- a) Member of Monthly Meeting
- b) Evidence of Gift of Ministry
- c) Character beyond reproach
- d) Deep religious experience and dedication (see FAITH AND PRACTICE, p. 74)

2) Required Successive Steps

Monthly Meeting on Ministry and Counsel

- a) Officially recognize a member's (of the Monthly Meeting) gift in the ministry, his or her suitable character and aptitude.
- b) Report findings to the Monthly Meeting.
- c) Receive a report of Monthly Meeting action.
- d) Upon favorable report from Monthly Meeting, report its judgment to the Quarterly Meeting on Ministry & Counsel.

Monthly Meeting

- a) Receive reports from the Monthly Meeting on Ministry and Counsel.
- b) Render its judgment and report same back to the Ministry and Counsel.
- c) Receive a copy of the Yearly Meeting Minute of Recording from the Quarterly Meeting minute book.

Quarterly Meeting on Ministry and Counsel

- a) Receive report from Monthly Meeting on Ministry & Counsel.
- b) Appoint a committee (usually 3-5 members) to appraise the general fitness of the individual under consideration.
- c) Receive the report of the committee on general fitness (usually at next Quarterly Meeting session).
- d) Determine the mind of the Meeting regarding the report.
- e) Report by minute any favorable action to Yearly Meeting on Ministry & Counsel.

Yearly Meeting on Ministry and Counsel

- a) Receive minute of recommendation from the Quarterly Meeting on Ministry and Counsel.
- b) If recommendation is favorably received, refer the candidate to the standing committee on Training and Recording of Ministers.
- c) Receive reports from the Training and Recording Committee.
- d) Upon favorable report (item 3 above) give "full and careful" consideration to the recommendation.
- e) Determine the mind of the Meeting and report by minute any favorable action to the Annual Assembly of the Yearly Meeting.

Standing Committee on Recording

(See duties of committee in committee section of this Handbook)

Annual Assembly of Yearly Meeting

1. Receive minutes of recommendation from the Yearly Meeting of Ministry and Counsel.
2. Seek and determine the mind of the Meeting relative to the minute.
3. If action is favorable, recording is complete.
4. Records are required.
 - a. Record action in minutes.
 - b. Furnish a copy of the minute to the initiating Quarterly Meeting.
5. Should a candidate for recording move his membership to another Monthly Meeting or Quarterly Meeting, it should also be notified of the recording in usual manner.

6. Upon request, issue to ministers in good standing cards for identification purposes.
7. Report any disapproval of recording to the initiating Monthly Meeting on Ministry and Counsel.

Quarterly Meeting

1. Receive minute of recording from the Yearly Meeting.
2. Record the full minute in "books of record" (minutes).
3. Forward this minute to the sponsoring Monthly Meeting.

3) Action for Disapproval of Candidate

When a proposition to record a member as a minister is disapproved, the body taking this action shall so inform the Monthly Meeting on Ministry and Counsel in which the proposition originated. (FAITH AND PRACTICE, page 75)

4) Recorded Ministers of other Yearly Meetings

The Yearly Meeting Committee on Training and Recording will review the credentials of those who transfer from other yearly meetings to North Carolina Yearly Meeting and make a report of their findings to Ministry and Counsel of the Yearly Meeting (approved by North Carolina Yearly Meeting Ministry and Counsel eighth month, seventh, 1992).

5) Accepted Pastoral Supply

When a person feeling a call to the ministry may have the general qualifications and ability to do accepted pastoral work but may find some obstruction (such as obtaining an undergraduate degree) to qualify for full recording status, the recommendation may be made to recognize this person as Accepted Pastoral Supply and grant him/her an appropriate certificate. Appropriate minutes shall be sent in behalf of the individual in the same manner as recording.

This status shall be terminated on completion of the recording process, or failure to serve as Pastoral Supply for a period of one year, or for conditions set forth under "Reconsideration." (FAITH AND PRACTICE, p. 75-76)

6) Pulpit Supply

The purpose of the pulpit supply designation is to provide recognition by the Yearly Meeting for those individuals seeking to serve North Carolina Yearly Meeting through the ministry of pulpit supply. While not seeking to be recorded as ministers or to serve as pastors, these individuals are making themselves available for pulpit supply throughout the Yearly Meeting.

- a) All requirements for full recording must be met with the exception of the college degree.
- b) Annual reports summarizing service to Meetings must be submitted to the Recording Committee. Following a 12 month period of not serving as Pulpit Supply, a person's name shall be withdrawn from the recognized list at the next Yearly Meeting. The recognition may be reinstated at the Yearly Meeting following the candidate's service as a Pulpit Supply speaker.
- c) Pulpit Supply status is non-transferable.
- d) A separate listing from Recorded Ministers will be maintained in the Yearly Meeting Minutes and Directory for Pulpit Supply.
- e) A Pulpit Supply individual could later come under the Recording Committee and the work is transferable.

7) Request for Clearness Committee

In September of each year, a letter will be sent to the Ministry and Counsel of Meetings that are currently supporting any candidate who has not completed at least half of the required work after being under the care of the Recording Committee for four years. This letter will request that a Clearness Committee be formed to meet with the candidate to re-affirm his/her commitment to the recording process. In an effort to encourage the candidate to complete his/her work in a timely fashion and to assist the Recording Committee in evaluating the candidate, it is requested that a response be received by December of the same year.

Name of Committee	Continuing Education for Pastors
Given Oversight by	Ministry and Counsel
Membership	
Appointed members	9
Appointed by	Meeting on Ministry and Counsel on the recommendation of the Ministry and Counsel Nominating Committee
Term of Appointment	3 years
Ex officio members	Ministry and Counsel Clerk
Chairperson	Selected by committee every year
Appointed by	Committee members
Term of Appointment	1 year
Duties of Chairperson	
	<ol style="list-style-type: none"> 1. Call, plan and preside at meetings. 2. Follow up on committee actions. 3. Report to Ministry and Counsel. 4. Organize and administer the work of the committee.

Purpose and Concerns of Committee

1. Outline a program of study for the pastors of North Carolina Yearly Meeting.
2. Provide a recommended reading list of books for the pastors to read.
3. Cooperate with the Ministerial Association in planning programs that are beneficial to pastors.
4. Recommend seminars, workshops and conferences that pastors might attend that would be beneficial to their spiritual and intellectual growth.
5. Recognize those pastors who have completed the program of study.

Name of Committee	Committee for the Continuation of Recording
Given Oversight by	NCYM Ministry and Counsel
Membership	Clerks of NCYM Ministry and Counsel, Pastor-Meeting Relations Committee, Recording Committee, Superintendent, 3 members at large serving staggered three-year terms
Chairperson	Named by the committee
Committee Purpose and Concerns	Consider the continuation of recording of ministers in North Carolina Yearly Meeting as directed by North Carolina Yearly Meeting Ministry and Counsel

Name of Committee	Small Meeting Ministries Committee
Given Oversight by	NCYM Ministry and Counsel, NCYM Executive Committee, Superintendent of NCYM
Membership	
Appointed Members	9
Appointed by	Meeting on Ministry and Counsel on the recommendation of the Ministry and Counsel Nominating Committee
Term of Appointment	3 years
Ex officio Members	Presiding Clerk of Yearly Meeting, Presiding Clerk of Ministry and Counsel
Chairperson	
Appointed by	Small Meeting Ministries Committee
Term of Appointment	1 year
Duties of Chairperson	
1. Lead and oversee the committee	
2. Plan, schedule and preside at meetings	
3. Request budget funds	
4. Follow up on committee actions to insure implementation	
5. Represent committee as directed by committee action	
Committee Purpose and Concerns	
Assist and help Small Meetings achieve their goals	
Specific Committee Duties	
1. Identify the Small Meetings in NCYM	
2. Visit a church school, worship or monthly meeting service of the Small Meeting	
3. Discuss needs and goals of the Small Meeting with Meeting and with committee	
4. Plan workshops to encourage Small Meetings	
5. Help Small Meetings in any way possible i.e. financial, leadership, materials and prayer.	

Name of Committee	Ministry and Counsel Nominating
Given Oversight by	Ministry and Counsel Convener – Assistant Clerk of Ministry and Counsel
Membership	
Appointed Members	one from each Quarterly Meeting
Appointed by	Quarterly Meetings
Term of Appointment	3 years recommended –term begins at the rise of the Annual Ministry and Counsel Meeting. May be appointed for an additional 3-year term (maximum of 6 continuous years.)
Chairperson	Rotated among Quarters on alphabetical basis
Duties of Chairperson	
1. Plan, call and preside at meetings, work with Convener – Assistant Clerk of Ministry and Counsel	
2. Present nominations to the Ministry and Counsel annual sessions.	
3. Member of Ministry and Counsel Executive Committee	
Specific Committee Duties	
Seek persons to fill the following Ministry and Counsel positions: Clerk, Assistant Clerk, Recording Clerk, Assistant Recording Clerk, Spiritual Life Commission, Recording Committee, Continuing Education for Pastors, Continuation of Recording and Small Meeting Ministries.	

Name of Appointment	Clerk of Yearly Meeting on Ministry & Counsel/ Assistant Clerk (if Clerk unable to fulfill responsibilities).
Appointed by	Yearly Meeting on Ministry and Counsel upon recommendation of its Nominating Committee
Term of Appointment	3 years – term begins at the rise of the annual Ministry and Counsel Meeting. May be appointed for an additional 3-year term (maximum of 6 continuous years.)
General Responsibility	Offer leadership appropriate to the position of clerk in behalf of the Yearly Meeting on Ministry and Counsel wherever the affairs of the Yearly Meeting may lead.
Specific Responsibilities	<ol style="list-style-type: none"> 1. Member of Representative Body 2. Member of the Recording Committee 3. Member of the Spiritual Life Commission 4. Clerk of the Executive Committee of Ministry and Counsel 5. Ex-officio on Yearly Meeting Executive Committee 6. Assistant Ministry and Counsel Clerk is the Convener of the Ministry and Counsel Nominating Committee.
Other Specific Duties	<ol style="list-style-type: none"> 1. Convene and preside at the annual sessions of Ministry and Counsel and all called sessions. 2. Assure that any necessary reports are made to the Yearly Meeting at large. 3. Communicate the concerns and actions of the Yearly Meeting on Ministry and Counsel to constituent Meetings through visitation and other methods that seem appropriate. 4. Convene Executive Committee of Ministry and Counsel.

Name of Appointment	Recording Clerk of Ministry and Counsel/Assistant Recording Clerk (if recording clerk unable to fulfill responsibilities).
Appointed by	Yearly Meeting on Ministry and Counsel upon recommendation of its Nominating Committee.
Term of Appointment	3 years –term begins at the rise of the annual Ministry and Counsel Meeting. May be appointed for an additional 3-year term (maximum of 6 continuous years.)
General Responsibility	Record actions of the Ministry and Counsel and maintain a permanent book of records.
Specific Responsibility	Member of Representative Body
Other Specific Duties	<ol style="list-style-type: none"> 1. Minute all actions of Ministry and Counsel Sessions allowing the Clerks time to write a minute that they believe is an expression of the sense of the meeting to be approved at the face of the meeting. 2. Forward any appropriate minutes to constituent Meetings as directed by the Presiding Clerk. 3. Place the permanent Book of Minutes in the Yearly Meeting Office for general reference as soon as possible after the Annual Assembly.