

Part II

Organization and Business Procedure

CHAPTER I

Form of Government

of the

Friends Church of North Carolina

Ideals in Organization

The Church 1. The Christian group whose faith and activities have been described in Part I is known historically as the Religious Society of Friends and more commonly as Quakers. The choice by early Friends to use the term "Religious Society" as a name for the group gives a clear indication of their attitude toward organization. The term meant a fellowship, a vitally spiritual body held together by spiritual forces freshly operating through each individual, without creed, ritual, or any sacramental administration. The Religious Society of Friends is a community of believers in which there is but one Master and no intermediary affecting any individual's relationship to God. There is the understanding that we seek to live a life beyond Sunday Morning – to have Christianity in all parts of our living, to live such that Jesus Christ encompasses our entire life. The name, Friends Church, is used by many local meetings and certain yearly meetings to indicate that as children of Christ, each member is part of the Universal Church of Christ.

Equal Rights 2. Friends recognize the fact that God has endowed each person with gifts which are to be developed and exercised to the extent of one's ability. Each member has duties and responsibilities varying in accordance with the member's talents and the faithfulness with which the member has cultivated them. All have equal rights and privileges in considering and in deciding the courses of action to be taken by the meeting. No appointments made for a particular service confer upon the appointed person or group any degree of arbitrary or final authority. Friends recognize no distinction in the rights, privileges, or responsibilities of members.

Waiting for Guidance 3. The practice of holding meetings for business following a period of worship opens the way for continuation of the religious fellowship experienced during such a period. The same reverent waiting that operates in the meetings for worship is also helpful in seeking divine guidance and unity of action in the transaction of business. The right conduct of these meetings even in routine matters is important to the spiritual life of all. Such meetings are a part of the organized undertaking to promote the Kingdom of God. Service in them may be rightfully regarded as service for Him.

Friendly Method 4. It is the practice of Friends to give unhurried and sympathetic consideration to all proposals and expressions of opinion. They endeavor to respect an earnest and sincere minority and, if it seems necessary, may postpone action until they have secured more light on the question at issue and have attained a greater degree of unanimity. Each Friend should be certain that the expressed concern and comments are led by the Spirit of God. It is desired that unanimity be attained, however it is understood that complete unanimity in all issues may not always be possible when one considers the imperfection of humans as individuals. After due consideration has been given to all points of view, it is the duty of the clerk of the meeting to weigh carefully the various expressions and to state what is believed to be the will of the meeting. When all participants are prayerfully seeking to be led by the Spirit, the will of the meeting should be the mind of the Lord.

Tenure of Office 5. In keeping with the Quaker ideals of service and the distribution of responsibility, the monthly, quarterly, and yearly meetings should not unduly prolong the services of officers and committee members nor give to one person many appointments. In following this policy of rotation in office, Friends can develop the talents of a wider range of members.

Basis of Membership

Active Members 1. Friends receive into active membership those whose faith in Christ as a personal Savior is manifest in their lives and who are in unity with the teachings of Christian truth as held by Friends. Membership is seen "primarily in terms of discipleship. It implies a sense of responsibility . . . a sense of commitment . . ." and "a willingness to be used by God."¹ (A more detailed description of membership and steps to becoming a member or associate member are discussed in the following chapter.)

Associate Members 2. The children of members are automatically enrolled at birth as associate members. Other children may be enrolled under special provisions. The enrollment of children as associate members is an expression of the conviction that children born into this fellowship rightfully possess a precious heritage. Children and youth have a unique interest in and claim upon the church, and it should earnestly seek their spiritual well-being and development. Friends thus express the belief that by proper encouragement and guidance on the part of parents, teachers, ministers, and elders, their children and youth may be led to a voluntary acceptance of that relationship with Jesus Christ as set forth in this book of *Faith and Practice*.

Monthly Meeting

At Worship 1. The monthly meeting is composed of resident and nonresident members and consists of the meeting for worship and the meeting for business, including all of the activities and organizations connected therewith. The meeting for worship is a fellowship of those who find it spiritually profitable to be associated in worship and service and is a united expression of the human longing for vital religious experience.

At Business 2. The development of these processes of spiritual enrichment involves certain organizational factors such as the activities of officers and committees, matters of finance, group concerns, and the determination of attitudes and policies on subjects of common or public interest. For the care of such matters a meeting for business consisting of the whole membership, known as the monthly meeting, convenes each month. If two or more congregations are associated in one monthly meeting, each congregation may have a local or preparative business meeting, subordinate to the monthly meeting and limited in its authority to purely local matters.²

For the care of spiritual interests and the promotion of consistent conduct among the members, each monthly meeting selects elders who, together with the recorded ministers and invited recorded ministers, are specifically charged with these responsibilities in the Meeting on Ministry and Counsel.

¹ Church Government, *London Yearly Meeting* (1968), 831.

² See New Meetings in the following chapter.

CHAPTER 2

Monthly Meeting

Organization and Functions

Organization and Duties

1. A monthly meeting is a regular organization of one or more congregations and consists of all persons who are recorded upon its list of members.

A monthly meeting is duly organized for the transaction of business when it has been established by the Representative Body and has appointed a presiding clerk. It shall hold monthly sessions for the transaction of business. Each member has the right and obligation to participate in the deliberations and work of the meeting, prayerfully submitting to the will of the Holy Spirit.

It shall make an annual evaluation of the state of society, indicating the spiritual condition or health of the meeting within its membership. This statement of its spiritual condition may include objectives and accomplishments which are indicative of the spiritual life of the meeting, indicating strengths, weaknesses and opportunities. The monthly meeting shall make an annual tabulation of its essential statistics and transmit a copy to Friends Church of North Carolina along with such other reports as may be requested. It may transmit to the yearly meeting, the Representative Body, or the quarterly meeting any appropriate recommendations which the meeting is united in sending.

- Special Sessions***
2. Special sessions of the monthly meeting may be called by either the presiding clerk or the assistant presiding clerk upon the request of three members. Notice shall be given at a regular meeting of the congregation at least seven days prior to the date of holding the special meeting; it shall name the business to be considered and the persons calling for the special meeting. No business may be considered at a special meeting other than the business for which it was called.

- Appointment of Officers***
3. The monthly meeting shall appoint a presiding clerk, a recording clerk, and such other officers as may be needed to expedite the business of the meeting and manage its books and affairs. It shall be the duty of the presiding clerk to see that the business is properly presented to the meeting for its consideration, to announce decisions when made, and to sign documents on behalf of the monthly meeting. The recording clerk shall keep an accurate set of minutes, showing all matters brought to the attention of the meeting and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the meeting. The minutes of each meeting must be signed by the clerk and recording clerk and dated correctly. The recording clerk, or other designated person, shall keep a current and correct record of all matters pertaining to membership, such as births, marriages, deaths, members joining by application, transfers of associate members to active membership, and transfers of members to and from other meetings.

- Treasurer***
4. The monthly meeting shall appoint a treasurer, who shall receive and disburse funds as directed by the meeting, keep a regular account of money so received and disbursed, and submit a complete report of the state of the treasury to the monthly meeting annually. A report of the financial activities for the past month should be given at each monthly meeting.

- Internal Audit***
5. The monthly meeting shall appoint an auditing committee which shall be responsible for an annual audit of the meeting accounts, including but not limited to the general account, building fund account, missions account, endowment accounts, trust accounts, cemetery accounts, memorial accounts, and youth accounts.

- Trustees***
6. Unless the laws of the state pertaining to the appointment and service of trustees provide otherwise, the monthly meeting shall appoint three or more trustees for the period of three years, one-third of the terms expiring each year. It shall be the responsibility of the trustees to hold all property in the name of the meeting. Where the financial responsibility of the meeting is involved, and in other matters, the trustees should, except in emergencies, act only in accordance with the expressed will of the meeting.

Tenure in Office 7. All officers of the monthly meeting shall be appointed annually, unless otherwise stated. All appointees hold their positions until their successors are appointed. Where numbers permit, committee members may be appointed to a two-year or a three-year cycle, giving special attention to rotation in office. Rotation in office is recommended as contributing to the training of new workers and the spreading of responsibility among the membership.

Records 8. Monthly meeting records should be kept in a form approved by the yearly meeting. The official minutes should be signed by the clerk and the recording clerk of the monthly meeting. The minute books and records should be carefully preserved in duplicate. The original copies should be deposited each year in the Friends Historical Collection at Guilford College's Hege Library.

Committees

Nominating Committee 1. The monthly meeting shall appoint a Nominating Committee which shall function throughout the year. This committee should represent the interests of the entire monthly meeting. It shall make nominations for positions as directed by the monthly meeting. It should consult with the proposed nominees before presenting their names to the monthly meeting. Members of the Nominating Committee shall serve for a period of three years, one-third being appointed each year. Any member of the meeting may make additional nominations to the monthly meeting.

Stewardship-Finance Committee 2. The monthly meeting should make annual appointments to a Stewardship-Finance Committee with one-third of the terms expiring each year. Responsibilities of this committee shall include preparation of an annual budget for consideration by the monthly meeting, raising funds necessary to carry out the work of the monthly meeting and promoting ideals of Christian stewardship within the membership of the monthly meeting.

The monthly meeting may appoint both a Finance Committee and a Stewardship Committee.

The Finance Committee should meet regularly, not less than once each month, to give careful attention to the financial needs and interests of the meeting. The treasurer should write checks only upon official direction.

The Stewardship Committee, when established as a separate committee, should work closely with the Finance Committee in promoting the ideals of Christian stewardship throughout the membership of the meeting. The primary emphasis should be upon service in the name of Christ, rather than upon fund-raising as an end in itself. Friends will seek to avoid appeals to stewardship that employ sensational methods, legal compulsion, self-glorification or self-interest, or imply that through good works one can assure salvation. The aim of our stewardship is the commitment of the whole person to the cause of Christ's Kingdom.

Meetings are admonished to give consideration to allocating a reasonable portion of their finances to outreach and service beyond their own local expenditures.

Christian stewardship is the practice of systematic and proportionate giving of time, abilities, and material possessions, based upon the conviction that these gifts from God are held in trust, to be used in His service in grateful acknowledgment of Christ's redeeming love. The New Testament teaches that giving should be regular, systematic, and proportionate (1 Corinthians 16:2). The tithe is recommended as a biblical, reasonable, and acceptable standard of monetary giving.

Experience has shown that efficient methods of church financing are a blessing, both to the individual and to the monthly meeting. Members should be taught basic principles of Christian stewardship and encouraged to be faithful servants of God.

Friends are admonished to give freely of their talents to the work of Christ's Kingdom by devoting a reasonable amount of time to Christian service.

Standing Committees 4. Each monthly meeting should appoint committees to represent each area of service in the monthly meeting. At least one person should be appointed for each

concern. It is suggested that areas of service include those recognized by the yearly meeting, such as Christian education, evangelism, literature, missions, music, peace, Young Friends, and social issues and ministries. The monthly meeting may appoint such other committees as may be needed to accomplish its work.

- Reports** 5. Each standing committee should submit a complete report at the end of the fiscal year and may report at more frequent intervals as needed.

Relation to Quarterly Meeting and to Yearly Meeting

Representatives 1. Two or more representatives shall be appointed by each monthly meeting to attend the quarterly meeting. Each monthly meeting shall appoint one or more of its members to serve as representatives to the annual sessions of the yearly meeting. It shall also appoint one person as a member of the Representative Body, preferably the clerk.

Meeting on Ministry and Counsel

Membership 1. Each Monthly Meeting shall have a committee on Ministry and Counsel that shall be composed of all the elders and resident ministers accepted for that service by the monthly meeting. (Appointment and responsibilities of Elders are discussed later in this chapter) Pastors or those serving the meeting in a similar capacity shall be members of this body by virtue of their position in the meeting. The Meeting on Ministry and Counsel shall select one or more members of this body to serve as clerks who shall keep a written record of proceedings.

- Additional Counsel** 2. To coordinate and strengthen the work of the monthly meeting, the Monthly Meeting on Ministry and Counsel may call in for consultation other persons of monthly meeting as deemed necessary.

Time of Meetings 3. The Monthly Meeting on Ministry and Counsel shall hold regular sessions, preferably each month, but not less frequently than once in three months. Special meetings may be called by the presiding clerk of Ministry and Counsel on request of three members of Ministry and Counsel. All members of Ministry and Counsel shall be informed of the meeting.

Appointment of Representatives 4. The Monthly Meeting on Ministry and Counsel shall appoint representatives to Quarterly Meeting on Ministry and Counsel and to the Yearly Meeting on Ministry and Counsel.

Duties 5. It shall be the duty of this body to have general care of the spiritual welfare and religious work of the meeting. The elders should be especially concerned for the ministry of the meeting, participating themselves as divinely directed. This body should be watchful of the interests of the non-resident and non-attending members, as well as regular attenders. All meeting families should be visited, giving special care to those who are not members and inviting them to join in membership when they are prepared. Watchful care should be extended to see that associate members are nurtured in the Christian life and are encouraged to become active members as soon as they are ready for such membership.

Relations to Pastor 6. When a monthly meeting has made arrangements for a pastor to assist in its efforts to fulfill its Christian mission, the Meeting on Ministry and Counsel must not allow its own responsibilities in the life of the meeting to be neglected or diminished.

A clear understanding of the work to be done cooperatively must be reached. When this is done, the pastor may expect the full support of the Meeting on Ministry and Counsel in prayer, counsel, and cooperative efforts. The pastor may be provided a job description at the time the call is issued, clearly setting forth pastoral responsibilities.

*Pastoral
Arrangements*

7. If and when a meeting decides that it may invite a pastor to serve in its behalf in a relationship for which they both feel a concern, the Meeting on Ministry and Counsel shall seek the counsel of the superintendent and/or clerk of the yearly meeting and make other necessary interviews and inquiries that will enable it to make recommendations to the monthly meeting. Any recommendation relative to pastoral appointments or changes must be made by the Meeting on Ministry and Counsel to the monthly meeting where final decision shall be made and appropriate action taken.

If and when a meeting decides to invite a minister to serve as a pastor, the meeting shall provide sufficient funds to free the worker for such service and enable the pastor to do the work to be done effectively. The salary shall be determined by the Meeting and Ministry and Counsel in consultation with the Finance Committee and included in the recommendation to the monthly meeting.

When pastoral arrangements, or changes, are being considered by the Meeting on Ministry and Counsel or the monthly meeting, the pastor should not be present except by invitation of the meeting considering the matter.

Memorials

8. A record of all deaths in the meeting should be in the meeting records. Memorials sharing the life and ministry of deceased Friends may be prepared by the Meeting on Ministry and Counsel and referred to the monthly meeting to which said member belonged. If approved by the monthly meeting, such memorials shall be recorded in its minutes and a copy inserted in a book of memorials to be provided by the meeting. Depending on the extent of the Christian service of the Friend beyond the limits of his local meeting, copies of the memorial may be sent to the quarterly meeting and to the yearly meeting. All records of deaths and all memorials shall be placed in the Friends Historical Collection of Guilford College's Hege Library.

*State of
Society*

9. The Monthly Meeting on Ministry and Counsel shall annually appoint one or more of its members to prepare and present to its sessions a report of the spiritual condition of the monthly meeting. The report when approved shall be forwarded to the monthly meeting for its consideration and disposition. The report shall cover such activities giving evidence of spiritual vitality of the members, their social concerns, special Christian work in which members may be engaged outside the limits of the meeting, the quality of the ministry in the meetings for worship, and significant accomplishments which may give incentive to others. The spiritual condition, however, should not simply be a list of the good things and accomplishments in the meeting, but should include areas of spiritual concern, opportunities for improvement and service as well as identifying areas of weakness.

When the monthly meeting has seriously considered and approved this report, copies should be made available to the entire meeting and copies forwarded to Quarterly Meeting on Ministry and Counsel and to the Yearly Meeting on Ministry and Counsel. The Quarterly Meeting on Ministry and Counsel should prepare a summary to be sent to Yearly Meeting on Ministry and Counsel.

Elders

Appointment

1. The Nominating Committee of the monthly meeting shall annually propose to the monthly meeting the names of persons who in their judgment possess or may develop the capacities of spiritual discernment and leadership qualifying them for the position of elder. They should also have a good understanding of and dedication to the principles and work of the Religious Society of Friends. If the nominations received are satisfactory to the monthly meeting, it shall proceed with their appointment. Each monthly meeting should have at least three elders so that a breadth of counsel will give weight to their conclusions. One-third of the elders shall be appointed each year. Without sacrificing efficiency or the spiritual quality of the meeting, attention should be given to providing rotation in office as a means by which other Friends with gifts may be introduced to the responsibility of membership in the Meeting on Ministry and Counsel. Both men and women should be appointed, and a range of ages and spiritual gifts should be included. Continual reappointment without adequate ability and spiritual concern may be detrimental to the development of the meeting.

Duties of Elders 2. Elders should jointly feel the responsibility for the spiritual condition of the members and cooperate with, encourage, and strengthen those who share in public ministry and pastoral work. They should have an understanding of the scriptures, the teaching of Christianity, and a knowledge of the work and purpose of Friends.

Because of the delicate and sensitive nature of much of their work, elders must observe the highest levels of confidentiality.

Elders share in responsibility for appropriate vocal ministry in meetings for worship and should encourage others who give acceptable vocal ministry in meeting for worship evidencing true spiritual leading. They should seek to guide into helpful lines of service those who do not give such evidence. They should be alert to find and suggest avenues of service, especially to new or young members.

Elders should tenderly discuss with members of the meeting as to their spiritual condition and, in friendly helpfulness, endeavor to aid all in the attainment of a high standard of Christian life and unselfish service. Elders should exercise watchful care and affectionate oversight for the maintenance of a consistent moral life by the members of the meeting. If the occasion arises, elders should gently counsel any member whose behavior, values, or attitudes are contrary to the Christian faith or out of unity with Friends' principles. Elders should endeavor to guide members toward an orderly life and useful service in full fellowship with the meeting.

Not Transferable 3. The position of elder is not transferable to another meeting.

Minutes for Service

Minute Granted 1. When any Friend feels the call of God to service beyond the limits of the individual's yearly meeting, the person shall present the concern to the monthly meeting of which the person is a member. If this meeting concurs, it shall transmit a written statement of the nature and field of the proposed service together with an expression of its unity and concurrence herein to the clerk of the quarterly meeting who shall in turn, if the meeting approves, transmit the same to the clerk of the Representative Body of the yearly meeting. If that body approves, it shall grant the applicant a minute defining the nature and field of service and expressing the unity and concurrence of the yearly meeting through its Representative Body. Monthly meetings may grant Letters of Introduction for members who will be visiting within the limits of other yearly meetings.

Minute Returned 2. All minutes or letters should be returned to the meetings that granted them upon completion of service.

Rules of Membership

Reception by Application 1. Application for membership should be made in writing to the monthly meeting. (A form is provided in the Appendix of this volume.) This application should be acknowledged by the clerk and directed to the Monthly Meeting on Ministry and Counsel. Application for membership in a preparative meeting should be made in the same manner as with a monthly meeting and the same guidelines followed. The preparative meeting should seek the advice of the sponsoring organization, then act upon the application and send a notice of its action to the sponsor.

Steps to Membership 2. It shall be the duty of the Meeting on Ministry and Counsel to guide applicants for membership in their search for Truth. It shall designate one or more of its members to confer with the applicant at an early date. It is not the purpose of the conference to conduct a pointed examination. The purpose is to share views and to ascertain whether the applicant seeks a fuller understanding of the basic principles of Christian living, finds satisfaction in the faith of Friends, and desires to join with Friends in a corporate and continuing search for Truth. It should be made clear to the applicant that regular attendance of meetings for worship and business and a

willingness to support the work and services of the meeting with one's time, talents, and financial resources are responsibilities of membership.

After hearing the discernment of the Meeting on Ministry and Counsel, the monthly meeting shall act upon the application for membership.

Welcome 3. The monthly meeting clerk shall inform the applicant of the action of the monthly meeting. If it has been favorable, a committee may be appointed to visit and welcome the applicant into membership. Announcement of the applicant's membership may be made at a regular meeting for worship when all members may have an opportunity to extend a welcome such as the right hand of fellowship.

Associate Members 4. Parents and guardians may make application for the enrollment of minor children as associate members, when applying for membership or when transferring from other denominations. If only one parent is a member, the children may be enrolled as associate members upon the request of that parent and the consent of the other. Such requests shall be made to the Meeting on Ministry and Counsel. Children of non-members may be received into associate membership upon parent request and recommendation of the Meeting on Ministry and Counsel. It is understood that by having a dedication for an infant, the meeting is accepting that child as an associate member, regardless of the membership status of the parents. (A certificate acknowledging the Associate Membership status of minor children is included in the Appendix of this volume).

Associate to Active 5. An associate member may apply for active membership on the same basis as any other applicant. When an associate member reaches the age of maturity and fails to apply for active membership, the Meeting on Ministry and Counsel shall endeavor to provide the counsel and care that may help encourage a decision about membership.

Transfer of Membership 6. Members moving to the limits of another monthly meeting should request the transfer of their membership to that meeting. At the discretion of the monthly meeting, certificates shall be issued for such members if requested. The monthly meeting receiving a certificate shall inform the meeting which issued it of the action taken thereon. A certificate of membership shall be issued to a monthly meeting and shall be sent to the clerk thereof, who shall submit it to the Meeting on Ministry and Counsel for consideration and appropriate recommendation to the monthly meeting.

Quarterly meetings and the yearly meeting Church Extension Committee shall issue certificates of membership for members of preparative meetings under their care.

Joining Other Bodies 7. If a member in good standing wishes to unite with some other denomination, the monthly meeting may issue a letter of recommendation to the church chosen by the member, whereupon membership with Friends shall cease.

Church Letters 8. When an applicant for membership brings a letter of recommendation from another denomination, the monthly meeting may exercise its judgment in regard to receiving the applicant on this recommendation. All certificates and letters should first be presented to the Meeting on Ministry and Counsel.

Records 9. The acceptance and issuance of all certificates and letters shall be recorded in the minutes of the monthly meeting and the list of members shall be changed accordingly. Removal certificates for recorded ministers shall include a statement of their recording.

Resignation 10. Resignation of membership shall be made in writing to the monthly meeting. The monthly meeting may exercise its discretion in accepting a resignation. Before taking action, however, the matter should be referred to the Meeting on Ministry and Counsel for study and recommendation.

Forfeiture 11. When any member becomes a member of another meeting or denomination without having requested a letter of recommendation, the monthly meeting, upon verification, shall remove the member's name from its list of members and inform the member of its action.

Discontinuance 12. A member moving beyond the limits of the monthly meeting should correspond with the meeting and contribute to its support. Monthly meetings should correspond with absent members. If no information has been received from a member for a period of three years, the monthly meeting, upon recommendation of the Meeting on Ministry and Counsel after due care and concern has been exercised, may remove the name from its list of members.

Dismissal 13. When any member habitually neglects attendance at meeting, fails to contribute to its support, and is generally inactive in the work of Friends, the monthly meeting may refer the matter back to the Meeting on Ministry and Counsel. Elders should prayerfully counsel with the member, after which the Meeting on Ministry and Counsel may recommend to the monthly meeting that the name be removed from the monthly meeting membership list.

Associate Membership Discontinued 14. An associate member who shows no interest in becoming an active member after reaching the age of 18, upon recommendation of the Meeting on Ministry and Counsel, shall be removed from the list of members.

Dealing with Problems

Disownment 1. All formal complaints against a member shall be introduced to the monthly meeting by the Meeting on Ministry and Counsel. The monthly meeting shall appoint a committee to confer with the offender. The committee shall endeavor, in a spirit of love and tenderness, to resolve the difficulties and to lead the individual to that state of mind and heart that will enable the member to be restored to fellowship with the monthly meeting. If the exercise of due care and forbearance shall be of no avail, the monthly meeting shall execute a minute of disownment and furnish the person involved with a copy. The membership records of the monthly meeting shall be corrected accordingly.

Right of Appeal 2. When an offender is dissatisfied with the decision of the monthly meeting, the decision is appealable to the quarterly meeting for a review of the case. Such an appeal must be filed with the clerk of quarterly meeting within three months following the decision of the monthly meeting. If the quarterly meeting upholds the decision of the monthly meeting, the member may appeal to the next meeting of Representative Body or annual session of yearly meeting. The decision of the yearly meeting shall be final.

When a case is reviewed before a quarterly meeting or yearly meeting, a committee of three shall be appointed to represent the meeting from which the appeal is made. When meetings consider appeals, they shall endeavor to exercise a spirit of fairness and goodwill. Frequently, hearings of a case can be conducted by common accord before a judicious and representative committee appointed by the meeting to which appeal is made.

Marriage When Arranged by the Meeting

Significance Throughout their history as an organization, Friends have provided a form of ceremony in keeping with the belief in the deep religious significance of marriage. The avoidance of undue haste, the emphasis upon the equality of the sexes, the responsibility assumed by the monthly meeting, the thoughtful attention given to the religious, moral, and physical qualifications, and the impressive statement of the marriage vows by the contracting parties are all important features of the Friends¹ marriage practice. Persons desiring to unite in marriage through the meeting shall proceed as follows:

Report Intentions 2. The man and the woman desiring to be married under the care of monthly meeting shall report their intentions to the monthly meeting of which either is a member. If both are Friends,

¹ See A Wedding After the Manner of Friends, published by North Carolina Yearly Meeting (1975, revised 2000)

this is done by obtaining a statement of certification for each person signed by two or more elders of the meeting to which each person belongs to the effect that no obstruction to their proposed marriage appears. These certificates and a letter declaring their intent are submitted to the monthly meeting under whose care they wish to be married, which may then proceed according to the rules of *Faith and Practice* and the provisions of the law of the state.¹

Committee Appointed 3. If certifications are not presented or if for other causes inquiry is desired by the monthly meeting of either person, the monthly meeting may appoint a committee of inquiry consisting of two men and two women to seek further clearness for the marriage. They may

consider such things as maturity, clearness from other engagements, the consent of parents or guardians in the case of minors, and rights of children by a previous marriage, if there are such. If the parties belong to different meetings, a committee may be appointed in each meeting. Reports may be made to the next regular sessions of monthly meetings or to special sessions, and, if the reports are found to be satisfactory, they shall be sent to the meeting in which the marriage is to be held, and the parties will be at liberty to proceed accordingly.

One Not a Member 4. If one person is not a member of Friends, certifications, prepared as in paragraph 2, should be presented to the monthly meeting of which the other party is a member; or a committee may be appointed by said meeting which may proceed as in paragraph 3.

Non-members 5. A monthly meeting may allow a marriage ceremony within the meeting when both persons are non-members. In such a case the meeting shall appoint a committee to proceed as in paragraph 3, or, alternately, certifications shall be signed by three elders of the monthly meeting to which the application is addressed. If the findings of the committee or the certifications are satisfactory, the proceedings in relation to the proposed marriage shall be in the same manner as if the contracting persons were members of Friends.

Oversight of Marriage 6. After a couple has been liberated to proceed with arrangements for their marriage, a committee of oversight consisting of not less than two women and two men shall be appointed by the monthly meeting to attend the marriage and report to the following session of the monthly meeting as to whether it has been properly solemnized.

Marriage in Meeting 7. The marriage shall be solemnized in a meeting for worship at a time convenient to the contracting persons (Appendix E).

Certificate 8. Following the marriage a certificate shall be signed by the couple. The certificate shall then be audibly read by a designated person. At the conclusion of the meeting it shall be signed by others as witnesses (Appendix F).

Officiant 9. The pastor, recorded minister, or other clergy may assist in the solemnization of a marriage within the meeting, if the couple so desires. If the marriage ceremony is performed without participation of a pastor, recorded minister, or other clergy, the presiding clerk of the monthly meeting is authorized to certify the marriage to the appropriate legal authorities.

With the Minister Participating

Meeting's Concern 1. Members of Friends Church of North Carolina, influenced by the general acceptance of pastoral leadership, recognize the fact that many young people are looking to pastors and other Friends ministers for guidance in relation to marriage. The meeting should share a concern for the happiness and spiritual welfare of those who request the pastor to participate in the solemnization of their marriage. It should cooperate in every possible way with the pastor in keeping the marriage procedure harmonious with the ideals of Friends.

Advice to Ministers 2. Pastors and recorded ministers are recognized by the state as qualified to perform the functions of clergy in the solemnization of marriage. They are advised, therefore, to exercise due care to observe all legal requirements as set by the several states, and also to

¹ See Appendix G

endeavor to make the exchange of marriage vows a matter of the deepest religious import to the contracting parties and to all who are present.

Counseling 3. Pastors are encouraged to conduct classes for young people in which helpful counsel may be given to those contemplating marriage and to all youth in the matter of choosing their life companions. Personal counsel with individuals and couples is also advised. But in cases where previous consultation has not been possible, pastors are urged to ascertain as fully as they are able, all circumstances that would concern the qualifications of the contracting parties for marriage and to satisfy themselves that all legal and moral requirements have been observed.

Marriage Service 4. Pastors and other ministers are encouraged to use a marriage service in keeping with the ideals of Friends. In recognition of the importance of pastoral leadership in ever widening areas and the prevalence of pastoral service in connection with marriage, a ceremony is provided for the help it may give those who feel the need for guidance (Appendix H).

CHAPTER 3

Quarterly Meeting

Organization and Functions

Membership 1. The quarterly meeting consists of the members of its monthly meetings.

Officers and Committees 2. The quarterly meeting shall appoint a presiding clerk, a recording clerk, a treasurer, and committees and other officers as needed. When it becomes necessary for the quarterly meeting to hold property, it shall appoint three or more trustees for a period of three years, with one-third of the number appointed each year, unless the laws of the state pertaining to the appointment and service of trustees provide otherwise. It shall be the responsibility of the trustees to hold title to all property in the name of the quarterly meeting. Those trustees shall in all cases act only in accordance with the express will of the quarterly meeting, except in case of emergency.

Nominating Committee 3. A Nominating Committee shall be appointed annually, to serve throughout the year. The function of this committee shall not abridge the right of any member of the meeting to suggest additional nominations.

Functions 4. The quarterly meeting in session has the responsibility to seek inspiration, enlightened vision, and a determined will for Christian living in today's world. Worship should possess the assembled Friends and guide their meditations. In this spirit they should seek to reach beyond their human resources as they aspire to counter the forces of evil and find ways of shaping human society in God's will. Sessions of the quarterly meeting should be used by Friends to match their minds and their faith with great issues which challenge the Christian church. This faith calls for united efforts for the cure of war, the abolition of poverty, hunger, and ignorance, and for the conquest of racial discrimination and indifference to human suffering. The cry of the destitute, the exploited, and the hopeless should be heard by the gathered Friends. With all these should come the charge, "think on these things".

A committee shall be appointed, or specific arrangements made, to plan with care the program for each session of the quarterly meeting. Each monthly meeting shall be provided necessary information regarding program and business well in advance of the date of the session of the quarterly meeting. Yearly meeting business and concerns shall be given careful consideration.

The quarterly meeting shall be alert for ways by which the local meetings may join together in efforts to make their Christian witness more effective. Due consideration shall be given to concerns from local meetings. To assist in these efforts, a Communications committee should be appointed to receive and disseminate information to and from the quarter

The quarterly meeting shall seek ways by which the Queries may have a place of influence in the life of Friends.

Relations with Yearly Meeting 5. When it is considered necessary or helpful in the life of the Society, the quarterly meeting may recommend to the Representative Body:

- a. The laying down of one of its member monthly meetings.
- b. The uniting of two or more monthly meetings into one.
- c. The joining of one monthly meeting to another quarterly meeting.
- d. The division of one quarterly meeting into two.

The quarterly meeting may recommend to the Representative Body the transfer of a monthly meeting to another yearly meeting, provided that the monthly meeting has requested the transfer. Such transfer would not become effective until approved by the Representative Body and the other yearly meeting concerned.

The quarterly meeting shall, upon the recommendation of its Nominating Committee, appoint one person to serve on the Finance Committee of the yearly meeting and one person to serve on the yearly meeting

Nominating Committee. The quarterly meeting shall also appoint individuals to serve on each of the following yearly meeting committees: Christian Education, Outreach, Administrative Oversight Committee and the Committee on Clerks. These appointments shall be made annually. **Only Friends who can and will give the necessary time and thought to the work involved should be named to these committees.**

The quarterly meeting may make appropriate recommendations to the Representative Body and to the annual assembly of the yearly meeting.

Quarterly Meeting on Ministry and Counsel

Membership 1. The Quarterly Meeting on Ministry and Counsel shall be composed of all the members of the Monthly Meeting on Ministry and Counsel within the Quarter.

Meeting Time 2. The Quarterly Meeting on Ministry and Counsel shall meet for worship and business near the time of the sessions of the quarterly meeting.

Duties 3. The Quarterly Meeting on Ministry and Counsel shall be concerned with pastoral work within its limits. It shall be diligent and judicious in advising measures and means for the promotion of spiritual life and godliness; it shall give special attention to new congregations, weak meetings, and those in need of ministry; and it shall make recommendations to the Yearly Meeting on Ministry and Counsel regarding the training and recording of prospective ministers. In conjunction with the quarterly meeting it shall endeavor to find means by which Friends may deepen their spiritual energies and enrich their Christian message.

The Quarterly Meeting on Ministry and Counsel shall appoint one person to serve on the Nominating Committee of the Yearly Meeting on Ministry and Counsel.

The Quarterly Meeting on Ministry and Counsel is urged to appoint a standing Recording Committee to encourage meetings to seek members who may be led into ministry and to encourage individuals from their membership under the care of the Friends Church of North Carolina Recording Committee.

CHAPTER 4

Friends Church of North Carolina

Organization and Functions

Functions 1. Friends Church of North Carolina, as a fellowship in the Society of Friends, creates and directs the organization and procedures through which Friends seek to translate their faith to the larger society.

Membership 2. Friends Church of North Carolina consists of all the members of its monthly meetings and preparative meetings under the care of monthly meetings, quarterly meetings or the yearly meeting Outreach Commission.

Jurisdiction 3. The Yearly Meeting has power to decide all questions of administration, to counsel, admonish, or discipline its subordinate Meetings, to institute measures and provide means for the promotion of truth and righteousness, and to inaugurate and carry on departments of religious and philanthropic work.

The Annual Assembly 4. All members have the privilege and responsibility to attend and participate in the sessions of the yearly meeting when it is possible for them to do so. In order to insure adequate attendance of capable and concerned Friends, provision is made for the designation of a number of representatives who are expected to faithfully attend and conscientiously fulfill their responsibilities through all the sessions. In addition to its Representative Body appointee, every active monthly meeting in its November session may appoint one representative for each one hundred of its membership, or major portion thereof for service during the following year. Every monthly meeting shall appoint at least one representative to yearly meeting to attend the sessions of yearly meeting and report to the monthly meeting. According to the Bylaws, all members in attendance shall make up the "Board of Trustees" and have the responsibility to carry out the business of Friends Church of North Carolina.

The appointment of representatives to the annual assembly of the yearly meeting shall be made each year. When possible, the monthly meeting should not give any one person the task of serving simultaneously as its representative to the annual assembly of the yearly meeting and as its member of the Representative Body.

The yearly meeting shall be opened at the appointed time and place by the presiding clerk. In the absence of the presiding clerk, the assistant presiding clerk shall perform this service. If neither shall be present, the recording clerk shall open the meeting.

Time of Holding Yearly Meeting 5. The date of convening Friends Church of North Carolina annual sessions shall be set by yearly meeting in session. The date may be changed by Representative Body. If no meeting is set otherwise, the annual meeting shall be held during, or as close as reasonably feasible to, the first week of the eighth month of each year at a time and place set by the Presiding Clerk of Friends Church of North Carolina.

Appointment of Clerks 6. Members of the yearly meeting in annual session shall consider the report of the Committee on Clerks, recommending a presiding clerk, assistant presiding clerk, recording clerks, appointees to the Nominating Committee, and others as may be deemed necessary for the efficient transaction of business and meeting other purposes of the sessions of the yearly meeting.

The yearly meeting presiding clerk, the assistant presiding clerk, and the recording clerks shall also serve in like positions for the Representative Body.

Each of the quarterly meetings in their January or February session shall appoint one person to serve on the yearly meeting Committee on Clerks. They shall also appoint an alternate to serve in the absence of the appointee. These appointments shall be made annually.

Quarterly meeting clerks shall notify the Presiding Clerk of Friends Church of North Carolina of these appointments. It shall be the responsibility of the Presiding Clerk to notify the convener selected on quarterly meeting alphabetical rotation basis. The convener will call a meeting. No business can be transacted with less than fifty percent (50%) of members present. An alternate can serve in place of the appointed member. The Committee on Clerks shall make its recommendation to the first business session of the yearly meeting in annual session. The report of this committee shall not preclude the consideration of other persons for any of the positions.

When approved by the yearly meeting, clerks shall take office at the close of yearly meeting sessions. It is recommended that they not be appointed for more than five consecutive one-year terms.

Purposes 7. Friends assemble in their annual sessions that they may “come to know one another in that which is eternal”, promote Christian faith, love and unity, and seek through worship and deliberation the light and vision for creative Christian service. The yearly meeting may receive, for its deliberations and disposition, recommendations from the representatives to yearly meeting and from the Representative Body. When recommendations come to it from either subordinate meetings, committees, individual members, the Friends United Meeting, or any related Friends organization, the clerk shall refer them to the representatives for their consideration and disposition. When considered advisable, a recommendation may be referred back to the yearly meeting for action.

The major responsibilities of Friends Church of North Carolina in yearly meeting sessions are to be met in the role and character of a general meeting. In their annual sessions Friends are called to seek, by the most effective conference methods possible, a clear understanding of the relation of their faith to forces which they can see shaping the destiny of humanity to the dangers and needs which cause people to be gripped by fear or despair. In the spirit of worship the minds and hearts of Friends must be given fully to the search for the nature and direction of their united witness. Here they should seek together to know God’s will for them in the face of the great forces which plague and menace mankind: poverty, hunger, greed, hate, war, and man’s indifference to human ills.

The following matters are reserved for decision to yearly meeting in annual session and cannot be delegated: the recommendation of the Committee on Clerks, any change in *Faith and Practice*, the recording of a minister, and any statement of faith or pronouncement given in the name of Friends Church of North Carolina which is not clearly stated in this *Faith and Practice*.

Junior Yearly Meeting and Young Friends Yearly Meeting

Junior Yearly Meeting 1. Junior Yearly Meeting is conducted for children of nursery through junior high age and runs concurrently with the adult sessions of yearly meeting. The program is similar in pattern to the adult body except that recreation and activities are added to give a threefold program of worship, work, and play. Junior Yearly Meeting is set up and conducted by persons appointed by the Christian Education Committee.

Young Friends Yearly Meeting 2. Young Friends Yearly Meeting is organized and conducted by the Young Friends Activities Committee in cooperation with the yearly meeting Program Committee. It may run concurrently with the adult session or be set for another time. The program shall include worship, study, recreation, and business. Clerks and officers shall be approved to serve for one year. Epistles and messages are to be prepared and sent to other Young Friends groups.

The Representative Body

Oversight 1. A major responsibility of the Representative Body in its oversight of the work carried on by the yearly meeting organization is the coordination of the work program of the various departments. As an aid to the achievement of this purpose the Representative Body may delegate specific responsibilities to either the Administrative Oversight Committee or to any other appropriate committee. A description of any such delegated powers should be incorporated in the yearly meeting administrative

handbook. (The administrative handbook is a listing of all committees and commissions in Friends Church of North Carolina along with their responsibilities and appointment structure.)

Decision-Making 2. The Representative Body is the decision-making body of Friends Church of North Carolina when yearly meeting is not in session. It shall act upon matters referred to it by the yearly meeting in session and conduct other business of Friends Church of North Carolina between sessions of the yearly meeting, except matters reserved for decision by the yearly meeting in session.

Membership 3. The Representative Body shall consist of all members present, who shall make up the “Board of Trustees”. The following should make special effort to be in attendance.

- a. Two representatives from each monthly meeting, preparative meeting, or fellowship.
- b. Chairpersons of standing FCNC committees and commissions
- c. The following officials by position:

Administrative Oversight Committee chairperson

Friends Homes Board chairperson

Ministers Association president

Meeting on Ministry and Counsel presiding clerk

Meeting on Ministry and Counsel assistant presiding clerk

One representative from Quaker Lake Board of Directors

One representative from NC Quaker Men

Yearly meeting superintendent

Stewardship-Finance chairperson

Treasurer

One representative from NCYM, Inc.

One representative from NC USFW

Yearly meeting presiding clerk

Yearly meeting assistant presiding clerk

Yearly meeting Program Committee chairperson

Yearly meeting recording clerks

- d. A Young Friend from each quarterly meeting.

Appointed representatives serve a term of one year.

Other Responsibilities 4. Any issue not resolved by the yearly meeting in session may be referred by the presiding clerk to the Representative Body for consideration and recommendation to a later session of the yearly meeting. Matters of new business brought to the yearly meeting may be referred to the Representative Body for review and recommendation.

The following responsibilities are delegated to Representative Body, subject to the directions of yearly meeting in session to increase or diminish these responsibilities:

- a. General care and oversight of all matters which call for the united concern and interests of Friends in Friends Church of North Carolina, except as otherwise provided in this Book of Discipline, *Faith and Practice*.
- b. Appointment of committees, boards, and commissions upon recommendation of the Nominating Committee.
- c. Determination of the size of committees and fields of work
- d. Appointment of the superintendent and other staff personnel upon recommendation of the Administrative Oversight Committee as shown in the yearly meeting administrative handbook.
- e. Transaction of all business of the yearly meeting not specifically reserved for yearly meeting in session.

- f. General oversight of all lands, properties, estates and charitable donations in cooperation with the yearly meeting trustees and/or the trustees of the trust funds.
- g. Giving direction to the trustees of the yearly meeting relative to signing deeds, mortgages and other legal documents.
- h. Extend advice and assistance to persons suffering for the Christian testimonies.
- i. Preparation and maintenance of an administrative handbook of supplementary provisions, including:
 - (1) A description of organization purposes and duties not defined in *Faith and Practice*.
 - (2) A list of duties and rules of procedure for committees and commissions as directed by the yearly meeting in session.

Time of Meeting 5. The Representative Body shall meet at least three (3) times each year (Annual Sessions shall be considered one of these sessions). The dates for the upcoming year should be published no later than Annual Sessions each year. The clerks of yearly meeting serve as clerks of Representative Body. The minutes of Representative Body and the reports of the committees, boards, and commissions of the yearly meeting shall be published with the *Yearly Meeting Minutes*.

Special Meetings 6. Special meetings shall be called by the presiding clerk at the direction of the Administrative Oversight Committee. Thirty (30) days prior to a called meeting, each member of Representative Body shall be supplied with an agenda which gives the time and place of the meeting and lists all items of business to be considered.

Agenda Committee 7. The presiding clerk and assistant clerk of the Representative Body and the superintendent of the yearly meeting shall prepare an agenda for each session of the Representative Body. The clerk of the Representative Body shall serve as chairperson of this committee. Included in the agenda shall be matters of importance relative to the orderly process of the work program for which the various departments of the yearly meeting are responsible. It shall be the responsibility of the Agenda Committee to supply members of Representative Body information about important matters of business which may require action on their part not less than one week before action is to be taken.

Committees, Boards, and Commissions

Membership Any member of the yearly meeting with the competence and will to work on a particular committee, board, or commission may be appointed to the position by the Representative Body, unless otherwise provided by this *Faith and Practice*.

The Administrative Oversight Committee

Membership 1. Each Quarterly Meeting shall appoint two persons to serve on the Administrative Oversight Committee, at least one of which shall be other than a recorded minister. Friends chosen as members of this committee should be persons known for their valued service to the yearly meeting, spiritual maturity, administrative competence, broad view of the testimonies of Friends, and ability to see the work of this committee as it relates to the whole program of the yearly meeting.

The presiding clerk of the yearly meeting, the assistant presiding clerk of the yearly meeting, the treasurer of the yearly meeting, the superintendent of the yearly meeting, the chairperson of the yearly meeting Program Committee, chairperson of the Finance Committee, the chairperson of the yearly meeting trustees, and the presiding clerk of the Yearly Meeting on Ministry and Counsel shall be *ex-officio* members of the Administrative Oversight Committee.

Those appointed to this committee shall be named for a three-year term and should not be asked to serve for more than two terms in succession. Appointments should be made so that the term of not more than three would be ending in any one year.

If a member of this committee is not able to render active service in the work of the committee, the Quarterly Meeting shall recommend a replacement without waiting for the end of the term for which the member in question was appointed.

The yearly meeting assistant presiding clerk shall serve as the presiding clerk of the Administrative Oversight Committee. The Administrative Oversight Committee shall appoint a member to serve on the Finance Committee.

Duties and Responsibilities 2. The Administrative Oversight Committee is subordinate to the Representative Body and is subject to its care and guidance. When circumstances seem to warrant, the Administrative Oversight Committee may direct the clerk of the Representative Body to call a special session of that body. The deliberations in the special session shall be restricted to the matter or matters for which it was called.

At any appropriate time, the Administrative Oversight Committee shall recommend for the consideration of the Representative Body, the name of a suitable Friend to serve as superintendent of the yearly meeting. In like manner other employees may be appointed as needed.

The duties of the yearly meeting staff shall be clearly defined by the Administrative Oversight Committee and included in the administrative handbook. These become effective when approved by the Representative Body. The salary and benefits administration is under the oversight of the Administrative Oversight Committee.

The Administrative Oversight Committee will be responsible for the maintenance and care of all yearly meeting property, except those specifically assigned to other bodies.

The Administrative Oversight Committee shall share jointly with the Finance Committee the preparation of a draft of the annual budget of the yearly meeting and the determination of the monthly meeting financial obligation to be presented at the appropriate time to the Representative Body. Special fund-raising activities must be coordinated through the Administrative Oversight Committee.

In the normal course of events, numerous administrative functions not specifically listed in this discipline, *Faith and Practice*, may be found to belong among the duties of the Administrative Oversight Committee. As they emerge, they should be brought to the attention of the Representative Body and on its approval included in the administrative handbook.

The Nominating Committee

Membership 1. The Nominating Committee of the yearly meeting shall be composed of individuals judiciously chosen in the following manner: two by each quarterly meeting and six by the Representative Body of the yearly meeting. Persons appointed to this committee are expected to have adequate knowledge of the organization, the work program, and of the leadership of the yearly meeting.

The superintendent of the yearly meeting (the yearly meeting presiding clerk in the event that there is no superintendent) shall convene the committee for its first meeting and preside until the committee approves a chairperson. Thereafter, the committee shall maintain its own organization from year to year, allowing the chairperson to rotate by quarter.

One person may not serve on more than one of the following committees simultaneously: Committee on Clerks, Yearly Meeting Nominating Committee, and Yearly Meeting Ministry and Counsel Nominating Committee.

Tenure 2. The quarterly meeting appointments are made annually. Those appointed by the yearly meeting shall be named for a three-year term with arrangements made for the terms of two to terminate each year. The recommendations for these appointments shall be made by the Committee on Clerks.

Duties 3. The Nominating Committee shall recommend to the Representative Body the names of persons to serve on each yearly meeting committee, board, and commission and affiliated organization except as may be otherwise provided in *Faith and Practice*.

It shall be the duty of the Nominating Committee to suggest to the yearly meeting the names of persons to serve on committees that may be established to facilitate the purposes of the annual assembly of the yearly meeting.

The Program Committee

Membership 1. Upon recommendation of the Nominating Committee, the Representative Body shall approve the Program Committee chairperson and six Friends to serve for three-year terms.

The terms shall be arranged so that two appointments are made each year. Persons serving on the Program Committee should be Friends who have a broad knowledge of Quakerism as it has moved through history and a deep appreciation of the relevancy of Quaker testimonies to contemporary human affairs. The yearly meeting presiding clerk, assistant presiding clerk, and the chairperson of the Administrative Oversight Committee shall serve as members *ex-officio*.

Duties 2. The Program Committee should plan the program for the annual sessions of the yearly meeting to carry out in full measure the purposes of these sessions as defined in *Faith and Practice*. With the advice and consent of the Representative Body, the Program Committee may project plans for yearly meeting sessions through more than one year into the future.

With the consent of the quarterly meetings, plans may be made to carry the emphases of the yearly meeting to the sessions of the quarterly meetings. Plans for the emphases and their presentation in the sessions of the quarterly meeting should be made by the Program Committee in consultation with the clerks of the respective quarterly meetings.

Trustees of Real Property

Membership 1. Trustees of Real Property shall be approved by the Representative Body upon recommendation of the Nominating Committee including the appointment of a chairperson to serve a two-year term. There shall be not less than three nor more than six trustees at any one time. Trustees of Real Property shall serve terms of six years. Terms shall be designated so that at least one and not more than two terms shall expire each year. The Representative Body shall appoint successors to fill unexpired terms in cases of death, resignation, and removal.

Trustees of Real Property may be removed by the Representative Body for good cause, including without limitation, physical or mental disability, separation from the Society of Friends, or any misfeasance or malfeasance in the performance of duties as trustee, upon giving reasonable notice and opportunity to be heard. (Trustees of Real Property need not be appointed until such time as Friends Church of North Carolina has need of such service.)

Duties 2. Title to real and personal property (except its trust funds) of the yearly meeting shall be held by the Trustees of Real Property. At the direction of the Representative Body, the Trustees of Real Property shall execute deeds, notes, deeds of trust, security agreements, contracts, and other instruments requiring execution by the yearly meeting. The Trustees of Real Property shall perform all such other duties as may be delegated to them by the Representative Body.

Property of Discontinued Meetings 3. When a meeting is discontinued, the physical property and investments belonging to said meeting shall be vested in the yearly meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose, or used for the advancement of the general work of the yearly meeting, as that body may determine. All funds held from such discontinued meetings shall be administered as far as possible in accordance with the directions of the original donors. A meeting is not to be considered as discontinued if it unites as an organized group with another Friends meeting.

Trustees of Trust Funds

Membership 1. Trustees of the Trust Funds shall be approved by the Representative Body. There shall be seven Trustees of Trust Funds. Trustees of the Trust Funds shall serve terms of seven years each. One term shall expire each year. The Representative Body shall approve successors to fill unexpired terms in cases of death, resignation or removal. Trustees may be removed by the Representative Body for good cause, including, without limitation, physical or mental disability, separation from the Society of Friends or any misfeasance or malfeasance in the performance of duties as trustee, upon giving reasonable notice and opportunity to be heard. Because experience and continuity of Trustees of the Trust Funds are essential, trustees should not be limited to one term. Trustees of Trust Funds shall approve their own officers for terms of one year or until their successors are approved.

Duties 2. Trust assets of the yearly meeting shall be held by the Trustees of the Trust Funds. It shall be the duty of the trustees of the trust funds to hold, manage, invest, and reinvest the trust funds in such manner as to realize optimum income consistent with the safety of the investments, utilizing due diligence, skill, and prudence in keeping with the generally accepted fiduciary standards and the moral and ethical standards of Friends Church of North Carolina. They are encouraged to observe socially responsible principles as set forth in the *Faith and Practice* when selecting investments. In carrying out their duties, the Trustees of the Trust Funds shall observe and comply with any limitations or restrictions imposed by the donors of specific funds or by the Representative Body of Friends Church of North Carolina.

Governance 3. The Trustees of the Trust Funds shall adopt bylaws, approve their officers, and adopt appropriate operating procedures.

Finance Committee

Membership 1. The committee shall be composed of one member designated by each of the quarterly meetings and six members approved by the Representative Body.

The chairperson of the Finance Committee shall serve as an *ex-officio* member of the Administrative Oversight Committee of the yearly meeting.

A member appointed by the Administrative Oversight Committee of the yearly meeting shall serve as an *ex-officio* member of the Finance Committee. Members of the committee approved by the yearly meeting shall serve a three-year term and shall be eligible to serve a second term. Quarterly meeting representatives are approved for one-year terms.

Duties 2. The duties of the Finance Committee are as follows:

- a. Prepare and recommend in cooperation with the Administrative Oversight Committee to the Representative Body for adoption, an annual budget for the yearly meeting and determine the financial obligation for each monthly meeting. (When based on membership, such financial obligation shall be based on active members of each meeting.)
- b. Prepare, select, and promote the use of stewardship program materials, literature, and audiovisual aids.
- c. Arrange for conferences and seminars on the local and yearly meeting levels.
- d. Promote effective methods for meeting the financial needs of the yearly meeting.
- e. Conduct a continuous program of education relative to:
 - (1) The needs which exist in the world and our channels of ministering to them.
 - (2) The Christian use of time and abilities as well as financial resources.
- f. Nominate a treasurer and an assistant treasurer for the yearly meeting to be approved by the Representative Body.

Treasurer of the Yearly Meeting

Appointment 1. The treasurer and assistant treasurer of the yearly meeting shall be approved by the Representative Body for terms of three years each. The terms of treasurer and assistant treasurer shall not coincide. The Finance Committee shall nominate, and the Representative Body shall approve, a successor to complete an unexpired term. The Representative Body is authorized to remove the treasurer or assistant treasurer for cause, including, but not limited to, physical or mental incapacity and misfeasance or malfeasance in office, after due notice and opportunity to be heard.

Duties 2. The treasurer shall be responsible for disbursing the funds of the yearly meeting as directed by the Representative Body. The assistant treasurer shall act in the absence of the treasurer and shall perform such other duties as the Representative Body may assign.

Yearly Meeting on Ministry and Counsel

Membership 1. The Yearly Meeting on Ministry and Counsel is composed of the members of the Monthly Meetings on Ministry and Counsel within its limits.

Clerks, Reports 2. The Yearly Meeting on Ministry and Counsel shall: appoint clerks, receive reports from the Quarterly and Monthly Meetings on Ministry and Counsel, and report annually to the yearly meeting the conditions and work of the ministry and of the membership; it may address epistles of advice and instruction to its subordinate meetings, and appoint committees to visit them.

Duties 3. 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.

Term of Service 4. Representatives appointed to Yearly Meeting Ministry and Counsel serve from yearly meeting session to the following yearly meeting session.

Time of Meeting 5. The Yearly Meeting on Ministry and Counsel shall meet at such time as the yearly meeting shall direct and, thereafter, at the call of the clerks, but in no case shall its sessions be held so as to conflict with the sessions of the yearly meeting.

Called Meeting 6. There may be called sessions of Ministry and Counsel throughout the year as deemed necessary by the Executive Committee of the Ministry and Counsel with notification mailed three weeks in advance to pastors and representatives.

Executive Committee 7. An Executive Committee for Ministry and Counsel shall be composed of clerks and chairpersons of subcommittees of the Yearly Meeting on Ministry and Counsel.

Committee on Training and Recording 8. The Yearly Meeting on Ministry and Counsel shall appoint a Standing Committee on the Training and Recording of Ministers, composed of eight members, at least one-half of whom shall be other than recorded ministers. Appointments shall be made for four years, the term of two members expiring each year. Those members of the yearly meeting who are recommended by the Yearly Meeting on Ministry and Counsel as having a gift in the ministry shall be under the care of this committee as to educational and other requirements. (See "Procedures for Recording of Ministers".)

Amending and Revising *Faith and Practice*

- Representative Body Role*** 1. From time to time, Friends may sense a need to amend or revise *Faith and Practice*. Such changes should be made cautiously and with an ample opportunity for prayerful deliberation.

Any proposal for amending or revising *Faith and Practice* shall be referred to the Representative Body for consideration. Upon preliminary approval by the Representative Body, the proposal shall be referred to the Standing Committee on *Faith and Practice* which shall study the proposal and make such recommendations as it deems necessary to the next session of Representative Body. Any amendment or revision approved by the Representative Body shall be submitted in such a manner as to indicate clearly what the proposed amendment or revision will accomplish. If approved, the proposal shall then be submitted to the clerk of each monthly meeting of Friends Church of North Carolina no later than two months preceding the beginning of the next session of the yearly meeting. The clerk of each monthly meeting shall present the proposal, together with the full explanation for the change to the monthly meeting for careful consideration so that its representative to yearly meeting may reflect the monthly meeting's judgment on the proposal. Final consideration and action on the proposal shall take place at the annual session of the yearly meeting. The yearly meeting shall determine the conditions under which the new amendment or revision shall become operative.

- Standing Committee*** 2. The yearly meeting Standing Committee on *Faith and Practice* shall consist of six members who shall be nominated by the yearly meeting Nominating Committee and approved by the Representative Body. Members serve three-year terms with one-third of the members being newly appointed each year. The committee shall, with the cooperation and guidance of the clerks and superintendent of the yearly meeting, monitor the business sessions of the yearly meeting for the purpose of ascertaining and presenting to the Representative Body the proposed amendments and revisions to *Faith and Practice* as may be necessary and prudent. A chairperson shall be selected by the committee who shall maintain a current compilation of all approved amendments and revisions to *Faith and Practice*, a copy of which shall be available for reference in the yearly meeting office.

CHAPTER 5

Friends United Meeting

Preface

Friends United Meeting (formed in 1902 as the Five Years Meeting of Friends) is an international Christian association of Friends (Quakers) made up of Yearly Meetings and smaller Quaker groups that consult and work together for the purposes of ***evangelism, global partnerships, leadership and resource development, and communications.*** In 1993, the General Board accepted the purpose statement, which states: ***"Friends United Meeting commits itself to energize and equip Friends, through the power of the Holy Spirit, to gather people into fellowships where Jesus Christ is known, loved and obeyed as Teacher and Lord."***

In the year 1950, the Five Years Meeting authorized an official statement of its Organization and Procedure to be published as Chapter V in its Faith and Practice. In 1963, the change to Triennial Sessions was approved, and the new name of “Friends United Meeting” was approved in 1966. The Organization and Procedure Manual was revised at the Triennial Sessions in 1996, and amended in 1999 and 2005. The present Organization and Procedure was approved by the Body of Representatives during the Triennial sessions in 2014.

The purpose of the Organization and Procedure Manual is to describe the global structures of the association, define the roles and responsibilities of membership, clarify agreed governance policies, and provide guidance on the application of organizational procedures of Friends United Meeting.

Membership and Triennial Sessions

Membership Friends United Meeting is an association of those Yearly Meetings and other groups that have been received into membership according to the following:

Any Yearly Meeting or Association that is established from one or more existing FUM Yearly Meeting(s), and is recognized by such Yearly Meeting(s), upon application to the General Board is entitled to associate membership in Friends United Meeting. The General Board may ask the new associate member Yearly Meeting or Association to follow application guidelines before being accepted into full membership. Upon acceptance by the General Board as full members, the Yearly Meeting or Association shall name representatives to the General Board and assume the other rights and responsibilities of membership. At the next Triennial Session, the new member Yearly Meeting or Association shall be recognized as a full member.

Applications for membership in Friends United Meeting received from Yearly Meetings or Associations not formerly affiliated with FUM shall be considered on an individual basis, following guidelines established by the General Board. It is expected that all applicants for membership will align with FUM’s purpose statement, be willing to engage in active global partnership, and financially support FUM’s worldwide mission.

Membership of Other Groups Applications for membership in Friends United Meeting received from a group that is not organized as a Yearly Meeting will be considered on an individual basis. Discernment will include respect for the integrity of FUM member bodies in the geographical area in which the applicant is located, alignment with the Friends United

Meeting purpose statement, willingness to join an active global partnership, and financial support for FUM's worldwide mission. Such groups are entitled to appoint up to two representatives to Triennial sessions.

Affiliated Organizations Affiliated Organizations may each appoint one representative to the General Board and three representatives to the Triennial session. They share in the discussion of business matters and in the decisions made.

- **United Society of Friends Women International** — The United Society of Friends Women International has, as its principal objective, the uniting of all Friends' women in Christian fellowship, service, spiritual development, education, and mission among Friends. The United Society includes the women's societies in FUM member Yearly Meetings as well as a few groups outside FUM membership.
- **Quaker Men International** — The Quaker Men movement among Friends started essentially as a local Meeting enterprise, later becoming a Yearly Meeting and Friends United Meeting movement. It seeks to enlist the manpower of its membership for effective service through the local Meeting. With a background of development in several Yearly Meetings, the Quaker Men organization of Friends United Meeting was formed. This organization promotes and supports special projects with which the local Meetings, Yearly Meetings, and Friends United Meeting are concerned.

Jurisdiction Friends United Meeting shall have jurisdiction over all matters delegated to it by its constituent members. Friends United Meeting may provide member Yearly Meetings, Associations, and other affiliated groups with advice and counsel, and members may look to it for advice and counsel.

Triennial Sessions Friends United Meeting meets in Triennial Sessions at a time and place designated by the minutes of its own adjournment or by the General Board. Friends United Meeting shall publish a complete record of its proceedings.

Triennial Representatives Each member Yearly Meeting and Association is entitled to appoint five representatives to the Triennial Sessions, plus one additional representative for each one thousand members or major fraction thereof. Affiliated organizations may appoint up to three representatives each. Other member groups may appoint up to two representatives each. Vacancies in the quota of any one Yearly Meeting may be filled by action of that Yearly Meeting, or by its representatives to the Triennial Sessions.

The representatives may participate in a travel pool to equalize expenses. Expenses for travel of the designated number of Representatives to and from the Triennial Sessions of Friends United Meeting shall be paid by the Yearly Meetings. But to equalize these expenses, a pool shall be arranged whereby each Yearly Meeting shall pay the expenses of its quota of Representatives according to the average expenses of all the Representatives in attendance. Details in connection with the pool shall be determined by the General Board.

Authority/Responsibility The Triennial Representative Body establishes the organizational governance structure and procedures of Friends United Meeting. It also appoints the officers of the organization. The Representative Body may receive items of business from the General Board and, in turn, the Representative Body may refer appropriate matters to the General

Board. If not satisfied with the channels used by the Clerks or the New Business Committee, those presenting new proposals may appeal to the Representative Body.

Business Procedures The Presiding Clerk and Assistant Presiding Clerk of Friends United Meeting shall serve as Clerks of the Representative Body and of the plenary sessions. (Plenary sessions include all in attendance and are not restricted to only those appointed by yearly meetings.) If the Presiding Clerk shall be absent from any meetings, one of the Assistant Presiding Clerks shall preside. The Presiding Clerk may step aside to present a report, to offer a viewpoint or information, during which time the appointed Assistant Presiding Clerk will preside.

The Representative Body consists of all those specifically named by their Yearly Meeting and other member group or affiliate organization as representatives to the Triennial in accordance with Section III-B. Major matters and proposals shall be considered by the Representative Body and the plenary sessions. Routine procedural matters may be acted upon by the Representative Body and reported to the Plenary Session, which reserves the right to approve, disapprove, or reconsider.

It is the prerogative of the Presiding Clerk to call executive meetings of the Representative Body if needed. Alternatively, the Presiding Clerk may consider Triennial plenary sessions to be sessions of the Representative Body, and may ask those making presentations or responding to business to identify themselves and state whether they are representatives or attendees.

Triennial Committees Each Yearly Meeting and Association shall name one of its Representatives to serve on the Triennial Nominating Committee and another to serve on the New Business Committee. These Committees serve the Representative Body **only** during the Triennial Sessions.

1. The New Business Committee screens and channels items to the Representative Body. Each Yearly Meeting and Association shall name one of its Representatives to serve on the New Business Committee. This Committee will serve the Representative Body only during the Triennial Sessions.

2. In the year preceding the Triennial Sessions, the Presiding Clerk shall solicit from each member Yearly Meeting the name of a person to serve on the **Triennial Nominating Committee**. These names should be in the hands of the FUM office at least three months prior to the Triennial sessions. The clerk shall then convene the Triennial Nominating committee as soon as is practical to begin the work of finding persons to serve as Presiding Clerk, Assistant Presiding Clerk North America-Caribbean Region, Assistant Presiding Clerk Africa Region, Recording Clerk North America-Caribbean Region, Recording Clerk Africa-Region, Treasurer, and Trustees for the next Triennium. The Triennial Nominating Committee will bring names of recommended officers to the Representative Body during the triennial sessions for approval.

3. Triennial Planning Committee—The Triennial Program Planning Committee shall consist of one person appointed by each member Yearly Meeting and Association. This person may or may not be a General Board member. The clerk of this committee shall be the appointee of the host Yearly Meeting. This committee shall meet during the time of General Board meetings, and at such other times and ways as may be necessary, to plan the program for the upcoming Triennial Sessions.

The General Board

General Board Meetings The General Board shall meet at least once a year, at times it determines. Meetings are generally held two or three times per year. Meetings of the General Board are open, except when the Presiding Clerk convenes executive sessions. In executive session, attendance is limited to the members designated below.

Composition The General Board shall consist of members as follows:

- Appointees of constituent Yearly Meetings and Associations (See #1 below),
- Presiding Clerk, Assistant Presiding Clerks, Recording Clerks,
- Two continuing members from the previous General Board Executive Board's membership,
- One member from each of the affiliated organizations,
- The Treasurer of Friends United Meeting,
- One member appointed by the Trustees of Friends United Meeting, and
- Three Young Adult Friends.

1. Representatives —Yearly Meetings, Associations, and affiliated organizations shall make their appointments to the General Board during the year preceding Friends United Meeting Triennial Sessions. Appointees will take office at the first session of the General Board following these sessions. Persons appointed to fill vacancies shall take office at the first meeting of the General Board following the appointment by their Yearly Meeting.

Yearly Meetings and Associations are entitled to appoint the following numbers of General Board members: Membership of 3,000 or less, 2 appointees; 3,001 and over, 3 appointees.

2. Young Adult Friends (ages 18–35) —Young Adult Friends members of the General Board are nominated by the General Board Nominating Committee with the advice of the members of the General Board, who shall inform themselves of suitable Young Adult Friends in their own Yearly Meetings. This provision is not intended to preclude the service by Yearly Meeting appointment of Friends in this age range.

3. Resource Members —The General Secretary is a resource member of the General Board. At the discretion of the General Board, any of the Staff may be appointed by the General Secretary to serve on or attend any committee except the Executive Board.

*Authority/
Responsibility* In the interim between Triennial Sessions, the General Board is the legal representative of Friends United Meeting. It shall have the authority and responsibility to act for Friends United Meeting between Triennial Sessions. The General Board:

- Establishes the vision, strategic direction, and policies for the organization,
- Considers and approves new program initiatives and project partner relationships,
- Appoints task groups and/or committees to implement and evaluate the effectiveness of FUM programs,
- Gives guidance and direction to the Executive Board concerning the work of FUM between General Board meetings,
- Seeks effective ways to function as a global board, sharing strategic decision-making as a full board including both the North America/Caribbean and the Africa Regions of the board,
- Approves the annual budget,
- Makes appointments to the Executive Board, other committees of the General Board, to project partners, and to cooperative and ecumenical groups (Nominations come from the Nominating Committee, see section V-C.),
- Approves the hiring of the General Secretary (A recommended appointment comes from the Executive Board, see section V-D.).

- Makes appointments to fill vacancies among the positions of Clerks, Treasurers, and Trustees if they occur during the interim between sessions, and
- In the interim between Triennial Sessions, the General Board is the legal representative of Friends United Meeting. It shall have the authority and responsibility to act for Friends United Meeting between Triennial Sessions. It shall meet at least once a year, at times it determines.

The General Board shall report to the Representative Body of Friends United Meeting in Triennial Sessions. Its report shall include its appointment of the General Secretary who shall be introduced to the Representatives at the Plenary Sessions. The General Board is authorized to fill vacancies among the positions of Clerks, Treasurers, and Trustees if they occur during the interim between sessions.

Note: The responsibilities of the former American Friends Board of Missions, World Ministries Commission, and Meeting Ministries Commission are assumed by the General Board.

Friends United Meeting Staff

General Secretary The General Secretary is appointed by the General Board and serves as the executive member of the staff. The General Secretary provides administrative oversight to FUM's programs, budgets, and staff members.

Other Staff Other staff is appointed by the General Secretary to carry out the purposes and functions of Friends United Meeting.

Subsidiary Organizations

Friends United Meeting operates some organizations that function as semi-independent programs within FUM. These organizations have their own articles of incorporation, bylaws, Boards of Directors and financial statements, but are also under the oversight of the FUM General Board, and financially accountable to the Triennial. Any change to their bylaws must be approved by the General Board. Their Boards of Directors are approved by the General Board. Financial statements and audits are incorporated into a consolidated financial statement and audit report for FUM. These organizations currently include:

Friends Theological College
Ramallah Friends Schools

Relations with Other Bodies

Cooperative Organizations Cooperative organizations are those whose interests and concerns parallel or supplement the work of Friends United Meeting. Representatives are welcome to attend General Board sessions as observers at their own expense. An observer has the privilege to speak but may not enter into the decision making. The General Board may make appointments to these organizations in response to requests from them. Those so appointed will report back to the General Board on an annual basis. These may include but not be limited to:

- American Friends Service Committee
- Friends Committee on National Legislation
- Friends World Committee for Consultation

- Friends Committee on Scouting

Ecumenical Organizations Ecumenical organizations are those that promote Christian fellowship and service through national or international structures. Their representatives may attend the General Board or Triennial Sessions by request as observers at their own expense. The General Board may make appointments to these organizations in response to requests from them. Those so appointed will report to the General Board on an annual basis. FUM's membership in these groups is desirable, but financial restraints have limited participation. Membership in these organizations generally relies on donations designated for that purpose:

- National Council of Churches of Christ in the USA
- World Council of Churches
- Christian Churches Together in the USA
- Christian Peacemaker Teams

CHAPTER 6

New Meetings

*Meeting for
Worship and
Fellowship*

1. A meeting for worship and fellowship is composed of persons who are drawn together in meetings for worship, regularly held in the manner of Friends, to satisfy their desire for spiritual growth in the faith of Friends and in the practice of Christian service. Those who participate in the fellowship should endeavor to provide the proper religious training for their children and aim to extend their religious influence beyond the membership.

*Preparative
Meeting*

2. A preparative meeting may be established by a monthly meeting, quarterly meeting, or yearly meeting and may be laid down by the same. It is similar to a monthly meeting in character, organization, and responsibility, though it is generally less extensive in its organization and work. Under guidance of its sponsoring group, the preparative meeting has, to the extent of its resources, the responsibility for its meeting for worship and for its expression of the Christian message. It shall maintain regular communication with its sponsor.

When a preparative meeting is considered ready to acquire real estate which it deems necessary for the accomplishment of its purpose, the sponsoring monthly meeting or quarterly meeting may direct its trustees to hold the deed to such property in the name of the sponsor.

When the Church Extension Committee finds that a meeting for worship and fellowship, which it sponsors, is ready to acquire needed real estate it may recommend that the title be held by the yearly meeting. When the Representative Body approves this recommendation it shall direct the trustees of the yearly meeting to have the title drawn up in the name of the yearly meeting.

The preparative meeting shall maintain its own membership roll, which will be jointly held by the sponsoring monthly meeting, quarterly meeting, or the Church Extension Committee of the yearly meeting. The basis of membership for a preparative meeting shall be the same as to a monthly meeting. Its members participate in the deliberations and work of the sponsoring monthly meeting, quarterly meeting, or yearly meeting. The preparative meeting may not speak for or in the name of the sponsoring organization, but it may make recommendations to the monthly meeting, quarterly meeting, or yearly meeting on matters of corporate concern to the members of the preparative meeting.

*Setting up
a Monthly
Meeting*

3. Alternate courses in the procedure for the establishment of monthly meetings are provided in the practice of Friends in FCNC: a new meeting for worship and fellowship is sponsored by an appropriate monthly meeting, quarterly meeting, or the Church Extension Committee of the yearly meeting.

a. *The Monthly Meeting as Sponsor.* Circumstances, such as geographic proximity or close association of members of the monthly meeting to the group of persons who have the concern for the new meeting for worship and fellowship may normally lead to the sponsorship of the monthly meeting. The monthly meeting will establish a preparative meeting when the Friends in the new meeting appear to be ready for the added responsibilities of this meeting. The monthly meeting shall recommend to the Representative Body the establishment of a monthly meeting when the preparative meeting shows evidence of the necessary strength and promise of permanence to warrant such action.

b. *The Quarterly Meeting as Sponsor:* Cooperative concern for outreach and growth expressed within a quarterly meeting may lead to its sponsorship of a preparative meeting. When the quarterly meeting sees the need for a new meeting it shall provide the counsel and assistance necessary for the nurture and development of a preparative meeting. Property provided for the use of the preparative meeting shall be held by the quarterly meeting trustees until the preparative meeting becomes a monthly meeting. The quarterly meeting shall recommend to the

Representative Body the establishment of a monthly meeting when the quarterly meeting is convinced the preparative meeting has shown evidence of a strength and promise of permanence.

c. Church Extension Committee as Sponsor: The Church Extension Committee of the yearly meeting is in a position to see and respond to needs for new meetings which no monthly meeting or quarterly meeting in the yearly meeting is in position to recognize or meet. When the committee is faced with a need for a new meeting, it shall provide the counsel and other assistance necessary for the nurture and development of a new meeting for worship and fellowship. When the new meeting is ready for the organization and functions of a preparative meeting, the Church Extension Committee should seek to find an appropriate monthly meeting or quarterly meeting which is in a position to grant that status to the new meeting. If such an arrangement is not feasible, the new meeting may be allowed to continue under the care of the yearly meeting Church Extension Committee as a meeting for worship and fellowship, with organization and functions similar to those of a preparative meeting. A meeting for worship and fellowship under the care of the Church Extension Committee may participate in the activities of, and send representation to, a quarterly meeting when consent for such participation is granted by the quarterly meeting. The Church Extension Committee shall send to the Representative Body a recommendation for the establishment of a monthly meeting as soon as it is convinced that the members of the preparative meeting are ready for that step.

d. Action by the Representative Body: When the recommendation for establishment of a monthly meeting reaches the Representative Body from either a monthly meeting, quarterly meeting, or the Church Extension Committee, it shall appoint a committee of its own members to visit the new meeting to evaluate the strength of the meeting, confer with the members on the responsibilities of a monthly meeting, and report the findings to the next session of the Representative Body. If the Representative Body does not approve a recommendation for the establishment of a monthly meeting, it shall notify the body which made the recommendation and give reasons for the action.

When the Representative Body approves a proposal for the establishment of a monthly meeting, it shall appoint a committee to serve as its agent in the first session of the new monthly meeting. The clerk, or some other member of the committee, shall read the opening minute of the new meeting, read the minute which gives the Representative Body's approval of the establishment of the monthly meeting, and call the names of the Friends who have brought to the meeting their certificates of transfer of membership from the sponsoring organization together with the new names that the preparative meeting wishes to submit for membership of the meeting for its establishment as a monthly meeting. The member of the committee shall continue to preside until the monthly meeting has appointed a presiding clerk

e. The Superintendent and/ Clerk: The superintendent of the yearly meeting should always be alert for indications of the need for establishing new meetings for worship and fellowship and cooperate in any helpful manner with either a monthly meeting, quarterly meeting, or the yearly meeting Church Extension Committee in all stages of the development of the meeting. The counsel of the superintendent and/or Clerk should be sought in any steps leading to securing pastoral assistance or in any steps to acquire or build a meetinghouse.

CHAPTER 7

Ministers

Procedure for the Recording of Ministers

Evidence of Gift 1. When a member has spoken in the public ministry to the edification and spiritual help of the meeting, and has rendered said service in such a manner and afforded a basis for the formation of a judgment as to the nature of the individual's gifts and calling, the Meeting on Ministry and Counsel shall carefully consider whether there is evidence of a gift in the ministry that should be officially recognized. While a spoken message may be helpful in its place, and should be esteemed and encouraged accordingly, not every person who speaks in public should be given official recognition. Recording should enhance and improve the opportunity for service, not simply bestow an honor. It should be borne in mind that such recognition in ministry is not only a seal of approval of one who is locally helpful, but that it also involves extension of service beyond the local community. Recorded ministers not only have opportunity for service among Friends generally, but because of the increase of interdenominational activity, such recognition opens the way for contacts and associations with ministers and members of other religious bodies.

Character and Qualifications 2. A recorded Friends minister must be a member of a monthly meeting within Friends Church of North Carolina, above reproach in character, and a person of deep religious experience and dedication. Such a person must have a thorough knowledge of the Scriptures and of Friends' testimonies and ideals, possessing the skills of a competent leader without being "priestly" or losing the spirit and status of the servant. In financial and business affairs the minister must be of scrupulous honesty and integrity, in all respects an example of Christian living. The minister is expected to meet the standards of daily living set forth in the Queries.

Responsibility of Monthly Meeting 3. When the Monthly Meeting on Ministry and Counsel is satisfied a member has a gift in the ministry, and is of suitable character and aptitude, it shall report its recommendation to monthly meeting. The monthly meeting should consider the recommendation. If approved, the recommendation should be returned to the Monthly Meeting on Ministry and Counsel which shall forward a minute of this action to the Quarterly Meeting on Ministry and Counsel.

Responsibility of Quarterly Meeting 4. The Quarterly Meeting on Ministry and Counsel shall upon receipt of the recommendation from the local monthly meeting appoint a committee to appraise the general fitness of the individual under consideration and report its findings back to Quarterly Meeting on Ministry and Counsel. If the report is favorable, the recommendation shall be forwarded to the Yearly Meeting on Ministry and Counsel by an extract from the minutes of the Quarterly Meeting on Ministry and Counsel.

Continuing the Recording 5. If the Yearly Meeting on Ministry and Counsel approves the action of the quarterly meeting, it shall entrust the person to the care of the Committee on Training and Recording of Ministers. This committee shall have the person under its care until all requirements of the yearly meeting are fulfilled. In case an individual placed under the care of the committee shows no interest in doing the prescribed study for a period of three years, the committee may recommend to the Yearly Meeting on Ministry and Counsel that the person no longer be considered for recording. (The committee may at its discretion make work assignments to individual Friends requesting same, providing it is clearly understood that such voluntary study is for personal Christian nurture, and not as a part of the recording process.)

When an individual who has been placed under the care of the committee by the Yearly Meeting on Ministry and Counsel has completed the prescribed course of study, the committee shall review again the

general fitness, character, and aptitude of the individual for the ministry. A statement of this evaluation shall be included with its report to the Yearly Meeting on Ministry and Counsel. If this report is favorable, the Yearly Meeting on Ministry and Counsel may, after full and careful consideration, recommend to the yearly meeting that the member under consideration be recorded as a minister.

Final Action 6. When the yearly meeting has acted favorably, the recording is completed. The clerk shall furnish a copy of the minute to the quarterly meeting, to the monthly meeting where the process originated, and to any other concerned monthly meeting. Such meetings shall enter this minute on their books of record. The individual thus recorded shall also be furnished a copy of this minute.

The yearly meeting may, upon request, issue to recorded ministers in good standing certificates or cards which may be used for identification purposes. These shall be valid for one year only and shall be signed by the clerk of the yearly meeting and/or the superintendent.

Disapproval 7. When a recommendation to record a member as a minister is not approved, the body taking this action shall so inform the referring meetings.

Reconsideration 8. Friends should recognize clearly that the status of recorded minister is not necessarily of lifelong continuance. In case a member who has been recorded as a minister willfully and deliberately neglects the call and is inactive in the ministry over a period of five years, the Yearly Meeting on Ministry and Counsel, after full and careful consideration of the circumstances, shall recommend to the yearly meeting that the recorded minister's name be dropped from the list of recorded ministers. Illness or retirement shall not be considered as cause for discontinuing a person's status as a recorded minister.

If a recorded minister violates ethical standards, indulges in conduct unbecoming to a minister of the Gospel, or so lives as to bring reproach upon the church, the Yearly Meeting on Ministry and Counsel may consider a proposal to discontinue the person's status as a recorded minister. Such a proposal may originate in a Monthly Meeting on Ministry and Counsel of which the person is a member and be recommended to the Yearly Meeting on Ministry and Counsel, or it may originate in the latter body. In either case, the Yearly Meeting on Ministry and Counsel shall appoint a committee to make the necessary inquiry and report back to the Meeting on Ministry and Counsel. If that body finds that the ministerial status of the person being investigated should be terminated, it shall report its decision to the yearly meeting for final action. The person being investigated and the monthly meeting to which the person belongs shall be notified before the final action is taken, and care shall be exercised that any rights involved are fully safeguarded.

Accepted Pastoral Supply 9. In some instances 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. All other requirements for recording must be met to qualify for Accepted Pastoral Supply status. After five years of continuous service as a minister in Friends Church of North Carolina, the person designated Accepted Pastoral Supply could become a recorded minister.

In such cases the Committee on Recording shall make a recommendation to the Yearly Meeting on Ministry and Counsel that this person be recognized as Accepted Pastoral Supply and granted an appropriate certificate. Appropriate minutes shall be sent in behalf of the individual in the same manner as recording.

The status of Accepted Pastoral Supply shall be terminated by (1) the completion of the recording process, (2) failure to serve as pastoral supply for a period of one year, or (3) for conditions set forth under "Reconsideration". Should reconsideration become necessary the procedure shall be the same as for recorded ministers.

Transfer of Recording 10. The recording of a minister is transferable with the certificate of membership from one yearly meeting to another. It is expected, however, that a minister planning to engage in the pastoral ministry will endeavor to meet the educational and other

requirements to which the transfer is made.

Immediately upon accepting a pastorate in Friends Church of North Carolina, the minister's credentials shall be made available for review. The yearly meeting Committee on Training and Recording of Ministers shall review the credentials and make a report of their findings to the Yearly Meeting on Ministry and Counsel. The minister shall be expected to fulfill equivalent requirements for recording in Friends Church of North Carolina. Further work, including the study of Friends' history and principle, may be required. The Yearly Meeting on Ministry and Counsel shall furnish a certificate of authorization to each pastor who meets established criteria for serving in the yearly meeting.

Any person ordained in a different denomination seeking to be recorded by Friends Church of North Carolina shall be subject to the requirements of the Recording Committee.

The Recording Committee may issue a temporary certificate of authorization. Before the recording process can begin, the individual must be a member of a monthly meeting in the yearly meeting. If the candidate has not begun the process within two years, this lack of progress shall be reported to the Yearly Meeting on Ministry and Counsel which may withdraw the certificate of authorization.

Pastoral Meetings

The Pastor and the Meeting 1. Pastors should recognize the opportunity for public ministry in the meeting for worship. They should prepare themselves by careful, prayerful study to expound the scriptures, to awaken the consciences of those who hear, to inspire a longing for Christ, and to guide all the congregation, particularly young people and children, in the search for God and the Christian way of life. They should realize the value of silent worship and respect the privilege and responsibility of others to participate in the vocal ministry of the meeting.

The Pastor and the Community 2. In the development of a sense of responsibility on the part of the meeting toward the community, pastors should maintain an interest in public affairs and should cooperate with other churches and associations in fostering in every possible way the welfare of the community.

The Pastor and the Meeting on Ministry and Counsel 3. The pastor shall be a member, but not an officer, of the Monthly Meeting on Ministry and Counsel. The pastor should present concerns for the consideration of this body but have no more authority over its decisions than other members. All matters of policy affecting the meeting for worship, the undertaking of special evangelistic efforts, and programs of work should be submitted to the Meeting on Ministry and Counsel for discussion and decision.

The Pastor and Committees 4. At the discretion of individual monthly meetings, pastors may be asked to sustain a cooperative relationship with all the committees of the meeting, assisting in their programs and policies.

Pastoral Secretary 5. Some meetings employ pastoral secretaries instead of pastors. They are generally not recorded ministers. Their relationship to the committees of the monthly meeting and to the Meeting on Ministry and Counsel is the same as that of pastors.

Non-Pastoral Meetings

Responsibilities In most of the local meetings of this yearly meeting pastors assist in the accomplishment of the purposes of the meetings. For this reason the above standards and procedures relative to the pastor are deemed necessary. However, in some of the local meetings the full responsibility for worship and work is carried by the membership of the meeting without the assistance of a pastor.

Friends should give aid and encouragement to local meetings to find, through prayer and experience, the form of worship and the fields of service which enable them to meet to the fullest extent the spiritual needs of those within the limits of the meeting.