

NORTH CAROLINA YEARLY MEETING ADMINISTRATIVE HANDBOOK

PURPOSE

The purpose of this Handbook is to outline the organizational structure, the responsibilities of the various boards and committees, and the objectives and procedures of the Yearly Meeting.

The Handbook is not a substitute for FAITH AND PRACTICE but brings together in one place the provisions of FAITH AND PRACTICE and various policies, procedures and mission statements approved by the Yearly Meeting. One of the geniuses of the Quaker approach to worship and to business has been the concept of the leading of the Holy Spirit. This Handbook is offered for guidance and as a structure for which the Yearly Meeting should operate. We should not be so bound by these rules that we are proscribed from following the deep leading of God's Spirit in an isolated moment.

In some instances, committees, such as the Church Extension Committee and the Recording Committee, may find it necessary to further define their work in a separate manual. These manuals are considered appendices to the Administrative Handbook and should follow the same procedures for approval as the Handbook.

The complexity of Yearly Meeting programs and finances is such that certain disciplines are required for proper accounting and stewardship of donated funds. The instructions contained herein are to standardize those procedures and guide individuals and committees in efficient handling of necessary record keeping.

Clerks, committee chairpersons, coordinators and staff are encouraged to use this Handbook as a convenient reference.

The Executive Committee
North Carolina Yearly Meeting
October 2000

Note: All references to FAITH AND PRACTICE are from the 1999 printing.