

TABLE OF CONTENTS

- I. PURPOSE OF HANDBOOK
- II. ADMINISTRATIVE HANDBOOK MAINTENANCE PROCEDURE
 - A. Distribution of Handbook by Administrative Assistant
 - B. Procedure for Use and Location of Handbook
 - C. Format for New Additions
 - 1. Format for a Committee
 - 2. Format for a Commission
 - 3. Format for a Position
 - 4. Request and Format for a Staff Position
 - D. Revisions and Deletions
 - 1. Master Copy
 - 2. Up-dated Material
 - 3. New Material
- III. PERSONNEL POLICIES AND PROCEDURES
 - A. Employment Procedure
 - 1. Staff Appointments
 - 2. Staff Evaluations
 - B. Working Conditions
 - C. Benefits
 - 1. Health and Hospitalization Insurance
 - 2. Workers Compensation
 - 3. Social Security
 - D. Sick Leave/Personal Leave
 - 1. Personal Illness
 - 2. Personal Emergencies
 - 3. Personal Leave
 - 4. Extreme Weather Conditions
 - 5. Medical and Dental Appointments
 - E. Study Leave
 - F. Jury Leave
 - G. Annual Vacation
 - 1. Executive Staff
 - 2. Other Staff
 - 3. Longevity
 - H. Holidays
 - I. Travel Procedures and Policies
 - 1. General Rules for Business Travel
 - 2. Rules for Staff
 - 3. Rules for Committees
 - 4. Rules for Authorized Delegates
 - 5. Voucher and Expense Report Forms
 - J. Grievances

- K. Retirement
 - 1. Pension Plan
 - 2. Share the Blessing
 - 3. Aged Ministers' Fund
 - 4. TSA's (tax sheltered annuities)

IV. COMMITTEE PROCEDURES

- A. Responsibilities and Expectations
- B. Financial
 - 1. Procedure for Committee Funds Disbursal
 - 2. Fund Balance
 - 3. Fund Raising
- C. Minutes
 - 1. Keeping Records
 - 2. Attendance
- D. Use of Quaker Lake
- E. Office Support
 - 1. Mailings
 - 2. Planning for Activities
 - 3. Scheduling Meetings
 - 4. Annual Reports
 - 5. FRIENDLY NEWSLETTER Use (see also IV.F.)
 - 6. Office Personnel to Assist You
- F. Guidelines for the FRIENDLY NEWSLETTER

V. FINANCIAL POLICIES AND PROCEDURES

- A. Committee Disbursements (see also IV.B.)
- B. Administrative Disbursements
- C. Internal Revenue Regulations and W9 Form
- D. Investment Committee Policy
 - 1. Purpose
 - 2. Composition
 - 3. Management
 - 4. Accountability
 - 5. Investment Policy
- E. Designated Funds or Trust Fund Income
 - 1. Purpose of Funds
 - 2. Christian Vocations
 - a. Purpose of Committee
 - b. Loan Requirements
 - c. Guidelines for Distributing Funds
 - d. General Fund
 - e. Barker Fund
 - 3. Evangelism
 - a. Purpose of Committee
 - b. Committee Funds
 - c. Procedure for Requests
 - d. Administration of Dr. J.R. Williams Fund
 - e. Procedure for Williams Fund Grant
 - f. Request Form for Williams Fund Grant

4. Church Extension
 - a. Purpose of Committee
 - b. Committee Funds
 - c. Procedure for Requests
 - d. Administration of Funds
 - e. Request Form
5. Pastor - Meeting Relations Committee
 - a. Purpose of Committee
 - b. Procedure
 - c. Forms for Evaluation of Pastors

VI. NORTH CAROLINA PROPERTIES - POLICIES AND PROCEDURES

- A. General Policies
- B. North Carolina Yearly Meeting Office Property
- C. Quaker Lake
- D. Meeting Properties
- E. Cemeteries
 1. Ceded to Yearly Meeting
 2. Abandoned Friends Cemeteries
- F. Cemetery Committee (see IX. H.)

VII. NORTH CAROLINA YEARLY MEETING ORGANIZATION CHART

VIII. YEARLY MEETING STAFF

- A. Superintendent
- B. Financial Manager
- C. Office Manager
- D. Secretary
- E. Director of Program Ministries
- F. Director of Youth and Young Adult Program Ministries
- G. Quaker Lake Program Director
- H. Quaker Lake Facilities Director
- I. Released Friend for Outreach to Small Meetings

IX. YEARLY MEETING COMPOSITION

- A. Yearly Meeting Sessions
 1. Annual Assembly
 2. Young Friends Yearly Meeting
 3. Junior Yearly Meeting
- B. Yearly Meeting Officers
 1. Presiding Clerk
 2. Assistant Presiding Clerk
 3. Program Chairperson
 4. Recording Clerks
 5. Treasurer
 6. Assistant Treasurer

- C. Yearly Meeting Appointees (see also XVIII.E.)
 - 1. Annual Assembly Representatives
 - 2. Representative Body Members (see also X.)
 - 3. Quarter Representatives to Yearly Meeting Committees

- X. REPRESENTATIVE BODY
 - A. Composition
 - B. Membership

- XI. MINISTRY AND COUNSEL
 - A. Yearly Meeting Ministry and Counsel Sessions
 - B. Commissions and Committees
 - 1. Spiritual Life Commission
 - 2. Recording Committee
 - a. Composition and Duties
 - b. Requirements for Recording
 - c. Procedure for Recording
 - 3. Continuing Education for Pastors Committee
 - 4. Committee for the Continuation of Recording
 - 5. Small Meetings Ministries Committee
 - 6. Ministry and Counsel Nominating Committee
 - C. Ministry and Counsel Officers
 - 1. Presiding Clerk/Assistant Presiding Clerk of NCYM Ministry & Counsel
 - 2. Recording Clerk/Assistant Recording Clerk of NCYM Ministry & Counsel
 - D. Released Friend for Outreach to Small Meetings (see VIII. J.)

- XII. COMMISSIONS AND COMMITTEES
 - A. Christian Education Commission
 - 1. Christian Education Committee
 - 2. Creative Aging Committee
 - 3. Literature Committee
 - 4. Music Committee
 - 5. Young Friends Activities Committee
 - 6. Young Adult Committee
 - B. Christian Social Concerns Commission
 - 1. Friends Disaster Service
 - 2. Peace and Social Issues Committee
 - C. Evangelism and Outreach Commission
 - 1. Church Extension Committee
 - 2. Christian Vocations Committee
 - 3. Evangelism Committee
 - 4. Missions Committee

XIII. ADMINISTRATIVE BOARDS AND COMMITTEES

- A. Executive Committee
- B. Pastor-Meeting Relations Committee
- C. Pastoral Care Committee
- D. Publications Board
Minute for Funding NCYM Publications
- E. Benefits and Insurance Board
- F. Quaker Lake
 - 1. Quaker Lake Flow Chart
 - 2. Quaker Lake Director (see VIII.H.)
 - 3. Quaker Lake Board
 - 4. Quaker Lake Camp Program Committee

XIV. COMMITTEES FOR MEETING SERVICES (as listed in Minute Book)

- A. Trustees of Trust Funds
- B. Yearly Meeting Message
- C. Memorial Committee
Guidelines for Memorials
- D. Summary of Epistles
- E. Nominating Committee
- F. Stewardship and Finance Committee
- G. Trustees
- H. Friends Cemetery Committee
- I. Committee on Care of Yearly Meeting Records
- J. Annual Assembly Program Committee
- K. Committee on Clerks

XV. COOPERATING ORGANIZATIONS

- A. Friends Homes, Inc.
- B. Ministers Association
- C. United Society of Friends Women
- D. Quaker Men

XVI. RELATED ORGANIZATIONS

- A. American Friends Service Committee
 - 1. National (Philadelphia)
 - 2. Southeastern Region
- B. Friends Committee on National Legislation
 - 1. National
 - 2. Local
- C. Friends World Committee for Consultation
 - 1. International
 - 2. Local
- D. William Penn House
- E. Guilford College
- F. Friends Center

XVII. AFFILIATED ORGANIZATIONS

- A. North Carolina Council of Churches
- B. Friends United Meeting

XVIII. APPOINTMENTS REQUIRED OF MONTHLY MEETINGS, QUARTERLY MEETINGS AND YEARLY MEETINGS (see also IX.C.)

- A. Appointments of Monthly Meetings
 - 1. Positions in Local Monthly Meetings
 - a. Required Positions
 - b. Required Committees
 - c. Additional Suggested Committees
 - 2. Representatives from Local Monthly Meetings
 - a. Appointments to Quarterly Meeting Sessions
 - b. Appointments to Yearly Meeting Sessions
- B. Appointments Required of Monthly Meeting Ministry and Counsel to Quarterly Meeting Ministry and Counsel
- C. Appointments Required of Quarterly Meeting
 - 1. Positions in Quarterly Meeting
 - a. Required Positions
 - b. Required Committees
 - 2. Appointments to Yearly Meeting Committees
- D. Appointments Required of Quarterly Meeting Ministry and Counsel
- E. Appointments Required of Yearly Meeting Outside of Yearly Meeting
 - 1. North Carolina Council of Churches (see also XVII.A.)
 - 2. Friends United Meeting (FUM) (see also XVII.B.)