

V. FINANCIAL POLICIES AND PROCEDURES

V.B., C.

B. Administrative Disbursements

Item	Vouchers approved by
Contributions to Friends affiliated organizations as approved in budget part II-B	Treasurer or Business Manager
Contributions to FUM as approved in budget part I-B	Treasurer or Business Manager
Cemetery expenses (Woodland Fund and those paid from the Administrative Contingency Fund)	Chairman of Trustees or Business Manager
Administrative disbursements (as budgeted) not otherwise listed	Treasurer or Business Manager
Administrative Salaries	Treasurer or Personnel Comm Chmn
Designated contributions (Contributions from meetings or individuals sent to NCYM for forwarding to FUM, Trust Funds, etc.)	Business Manager or Bookkeeper
Administrative staff travel	Business Mgr or Exec Comm Chmn
Sales tax (administrative and all committees)	Business Manager or Bookkeeper
Payroll taxes and tax deposits (adm and all committees)	Business Manager or Bookkeeper
Quaker Lake electric bills and phone bills that are sent to Yearly Meeting office	Business Manager or Bookkeeper
General insurance (liability, fire, etc., including Q Lake)	Business Manager
Office equipment (capital items costing \$500 or more)	Chmn of House and Ground Committee or Business Mgr (with chmn's approval)
Expenses of Executive Committee Subcommittees	Subcommittee Chmn or Business Manager (with chmn's approval)
Administrative Contingency Fund	According to the nature of the expense, Executive Comm Chmn, Subcomm Chmn or Business Manager
Any purchase involving a title or deed, regardless of the committee or budget section from which the payment will be made	Chairman of the Trustees, Business Manager AND appropriate committee chairman

C. Internal Revenue Regulations/W-9 Form

Internal Revenue Service regulations require that the Yearly Meeting office send a Form 1099-MISC to individuals and some businesses that perform services and receive payments in excess of \$600 per year from us. Included are guest speakers, independent contractors for repairs, individual recipients of "love offerings" or gifts, etc.

The information needed in order to complete the 1099-MISC is contained on a Form W-9 shown here in part. These forms are available from the Yearly Meeting office. The W-9 should be returned with the check voucher when requesting payment. In order to be in compliance with the Internal Revenue Service, the W-9 and the signed check voucher must be returned to the Yearly Meeting office.

D. Investment Committee Policy

1. Purpose

The Investment Committee is a subcommittee named by the Executive Committee and recorded in its minutes annually.

2. Composition

The Investment Committee shall be composed of the Treasurer, Chairperson of the Stewardship/Finance Committee, Financial Manager, one member of the Trustees of Trust Funds (to be selected by the Trustees of Trust Funds), and three* members-at-large (persons with financial experience, named by the Executive Committee but not necessarily a member of that committee). Three members shall constitute a quorum, one of which shall be the Treasurer.

(*Three members-at-large approved in Representative Body on November 5, 2011.)

3. Management

All long-term investments (terms of two years or more) shall be managed by the Trustees of Trust Funds.

4. Accountability

The Investment Committee shall report quarterly to the Executive Committee on the status of investments.

5. Investment Policy

The Investment Committee is responsible for the investment of all fund balances of the Yearly Meeting as listed on the annual financial statement and the undesignated fund balances.

The nature of these funds is such that they need to be available for disbursement as the need arises. Consequently, it is considered advisable to maintain these investments in instruments of a relatively liquid nature.

These instruments are as follows:

- Bank certificates of deposit of less than two years term
- Money market accounts
- Checking accounts
- Diversified mutual funds of high quality in which the funds are readily available if needed for expenditures

Current investments in other type instruments that are earning a reasonable return will not be liquidated and reinvested prior to maturity.

Committees must give a minimum of 60 days written notice for unbudgeted expenditures of \$25,000 or more.

Guidelines for Loans from the Barker Fund
Approved in Representative Body June 7, 2003

1. That we continue to give a preference to students attending schools with Quaker affiliation. In support of this, we agreed to keep the maximum annual loan for those attending Quaker schools at \$3,000. Applications to attend Quaker schools will be funded before all others.

2. Among applicants to attend non-Quaker schools, a preference be given to those who are under the care of the Recording Committee or already serving in the ministry in NCYM.

3. That the maximum annual loan amount to attend non-Quaker schools be \$2,000 per applicant.

4. That any general funds available be used first for non-Quaker applications, and that Barker funds be used for no more than six applications per year for attending non-Quaker schools (max \$12,000 per annum)

5. The time served for repayment be tied to the actual amount received. For Quaker students, every \$3,000 received will require a one-year period of full time Christian service in NCYM. For non-Quaker students, every year of service will result in a credit of \$2,000.

6. At the beginning of each year, Christian Vocations Committee will send out statements to loan recipients showing total balance less any credit applied for service or repayment.

Approved by sub committee Carson Grantham, Billy Britt, John Porter, Tony Lowe on 2/19/03

Approved by Christian Vocations Committee on 6/7/03

Approved by Representative Body on 6/7/03

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																			
	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Social security number</td></tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Social security number																	
Social security number																			
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Employer identification number																	
Employer identification number																			

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.	
Sign Here	Signature of U.S. person ▶ _____
	Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

E. Designated Funds or Trust Fund Income Procedures

1. Purpose of Funds
Help with funding of NCYM pastors, Meetings and other religious endeavors.

2. Christian Vocations

- a. Purpose of Committee

NCYM provides financial assistance through its Christian Vocations Committee as encouragement to those planning to enter full-time Christian service within North Carolina Yearly Meeting of the Religious Society of Friends.

- b. Loan Requirements

Financial assistance is provided as a loan to participating students, each of whom is required to sign a note promising to repay all such loans. Each individual who receives such assistance enters into a commitment to provide two years of full-time Christian service within NC Yearly Meeting (or four years of part-time service) for loans totaling \$10,000 or less and a third year of full-time service (or an additional two years of part-time service) for loans exceeding \$10,000. Fulfillment of that commitment, which begins after completion of educational programs, fully satisfies the obligation to repay the loan, and the note is then canceled. If the service commitment is not undertaken, repayment with interest becomes due two years following the end of studies.

Full-time service is defined as 30 hours or more per week (or that amount which satisfies the requirements for coverage under the Yearly Meeting health insurance plan). Part-time service is defined as at least 10 hours per week.

A recipient of loans who drops out of school and fails to complete his/her degree is expected to begin making repayments immediately.

Recipients of loans are asked to write to the Committee annually, indicating status of studies or progress in fulfilling the service agreement.

- c. Guidelines for Disbursing Funds

- 1) Preference is given to students attending a Friends school or one with ties to Friends.
- 2) Preference is given to students attending schools accredited by recognized national or regional accrediting agencies.
- 3) Preference is given to students pursuing a basic or bachelor level degree; the next priority is to assist students working on a Master of Divinity or Master of Ministry degree.
- 4) Loans are made once a year for both fall and spring semesters (or 3 quarters). Applications are due by June 1. Interviews with the students will be conducted around the middle of

June each year, and decisions will be announced by the end of June or early July.

- 5) Maximum loans for any school year will be \$3,000. Maximum total loans for undergraduate work will be \$12,000. Maximum loans for all degree programs for any one person will be \$16,000.
- 6) Loans totaling \$10,000 or less in aggregate will be fully satisfied and canceled after the recipient has given two years of full-time Christian service (or four years of part-time Christian service) within NC Yearly Meeting, including any of its constituent Monthly Meetings.

Loans exceeding an aggregate total of \$10,000 (made after June 30, 1990) will be fully satisfied and canceled after a third year of full-time Christian service (or an additional two years of part-time Christian service) within NC Yearly Meeting. Full-time service is defined as 30 hours or more per week (or that amount which satisfied the requirements for coverage under the Yearly Meeting health insurance plan.) Part-time service is defined as at least 10 hours per week.

- 7) The committee reserves the right to tailor these guidelines to the differing circumstances of each student.

d. General Fund

The purpose of the General Fund is to aid students entering full-time Christian service. Each individual receiving assistance promises to provide two years of full-time Christian service to NCYM upon completion of his/her education. If this commitment is not fulfilled, the entire loan plus interest becomes due and payable two years following the date of completed study.

e. Barker Fund

Same requirements as above but limited to Quaker institutions. It may also be used for special programs such as to help cover the cost of ministers short courses, seminars, and extension courses which are conducted by NCYM or Friends schools

3. Evangelism

- a. Purpose of the Committee
Promote programs for evangelism and growth on all levels of the Yearly Meeting, Quarterly Meeting or local Meetings.

b. Committee Funds

- 1) Trust funds and earned interest from such funds will be used for the promotion of evangelism.

- c. Procedure for Requests
Requests are to be made in writing to the Evangelism Committee. Requests may be made through the Yearly Meeting Superintendent. These are to be in writing and signed. The Superintendent will forward them to the Evangelism Committee along with his recommendation.
- d. Administration of the Dr. J. R. Williams Fund

PROCEDURES FOR THE ADMINISTRATION OF THE Dr. J. R. WILLIAMS FUND

1. Ten (10%) percent of the annual income derived from the fund shall be reinvested and added to the principal of the fund.
2. Grants made from the fund's income in any one year shall not exceed ninety percent (90%) of the income for that year.
3. If grants from the fund income in any one year are less than the fund's income for that year the surplus shall be reinvested and added to the fund's principal.
4. The Yearly Meeting Executive Committee shall be vested with sole authority to authorize grants from the fund for the purpose of constructing and repairing buildings that will enable Monthly Meetings to carry on their ministries of worship, education and fellowship.
5. The Executive Committee shall have the authority to deny a requested grant, to allow a requested grant in full or in part and to allocate grants between various applicants not necessarily on a pro rata basis.
6. All grants for any one calendar year shall be authorized and announced at the last meeting of the Executive Committee for that calendar year except that interim grants may be authorized during any calendar year on an emergency basis.
7. All Monthly and Preparative Meetings of North Carolina Yearly Meeting of Friends are eligible for grants from this fund.
8. The purpose of the grants is to aid in new construction or repair of buildings that are used for worship, Christian Education, fellowship, or a parsonage.
9. Requests for grants must be made in writing, using a form that is available from the Yearly Meeting Office. All information requested must be provided. If additional space is needed, an attachment may be used to provide appropriate information. The request must be approved by the local Monthly Meeting, recorded in its minutes and signed by the Presiding Clerk of the Meeting.
10. The completed form, along with any attachments, is to be submitted in electronic format, unless that is not available at the submitting Meeting, to the superintendent of

the Yearly Meeting who is responsible for placing this item on the agenda of the Executive Committee.

11. For any Meeting that is under the care of the Church Extension Committee or other supervising body, requests will be made in the same manner using the same form, however, the request is to be submitted to the supervising body (Church Extension Committee, Quarterly Meeting or Monthly Meeting). The supervising body will evaluate the request and submit it with their recommendation in the manner prescribed in paragraph #10. The Executive Committee will consider the request in the same manner as it would requests from Monthly Meetings.
12. When the Executive Committee considers the request, they may approve the request, modify it, disapprove it or ask for further information and study before taking action.
13. Someone designated by the Executive Committee will notify the Monthly Meeting clerk promptly of the final action.
14. Grants will normally be limited as follows:
 - A. Only one grant may be given per project (this applies to new construction as well as to repair projects).
 - B. Only one grant may be given in a five-year period.
 - C. Grants will be limited to no more than one-half the estimated cost of the project for which assistance is requested
 - D. Grants will be limited to no more than \$10,000.
 - E. Emergency circumstances will be considered on a case-by-case basis with sole discretion vested in the Executive Committee of the Yearly Meeting.
15. The superintendent of the Yearly Meeting will personally deliver all grants. In the event the superintendent is unable to do so, his or her designee may make the delivery.
16. No grant, even though approved, will be delivered until work on the project is underway.
17. In accepting a grant from the Williams Fund, the recipient Meetings must agree that should their Meeting ever withdraw from North Carolina Yearly Meeting the Meeting will refund the amount of the grant in full to North Carolina Yearly Meeting's Dr. J. R. Williams Fund.

**Approved by action of North Carolina Yearly Meeting Representative
Body third month, 21st day of 2009.**

- f. Request form for Williams Fund (pages following)

REQUEST FOR FUNDS FROM THE DR. J. R. WILLIAMS FUND
Please complete and send by electronic format and by USPS to the superintendent of North Carolina Yearly Meeting

All grants for any one calendar year shall be authorized and announced at the last meeting of the Executive Committee for that calendar year except that interim grants may be authorized during any calendar year on an emergency basis.

Name of Meeting _____

Address _____

Pastor _____

Monthly Meeting Clerk _____

Project _____

1. Total cost (attach estimates or contract) \$ _____
2. Funds on hand for this project \$ _____
3. Amount needed to borrow and source \$ _____
4. Amount requested from the Dr. J. R. Williams Fund \$ _____
5. Expected beginning date of project _____
6. Expected completion date of project _____
7. If already started, give date work began and present state of progress _____

In accepting a grant from the Williams Fund, we agree that should our Meeting ever withdraw from North Carolina Yearly Meeting we will refund this amount in full to the North Carolina Yearly Meeting Dr. J. R. Williams Fund.

This request was approved by _____ on _____.
(Monthly Meeting) (date)

Signed _____
(Presiding Clerk)

Action of Executive Committee in consideration of this request:

Amount Approved \$ _____

Disapproved _____

Delayed for further consideration for these reasons: _____

Date: _____

Chairperson of Executive Committee

Completion by Financial Manager:

Person designated by Executive Committee to notify Meeting _____

Date meeting contacted regarding construction: _____ Initials _____

Date construction began: _____ Initials _____

Date application form mailed to Treasure of Trustees of Trust Funds: _____ Initials _____

Date check given to Superintendent for delivery to meeting: _____ Initials _____

Date delivered by Superintendent or person designated _____ Initials _____

Other information: _____

4. Church Extension

- a. Purpose of Committee
Assist in the organization, spiritual life, and financial needs of new meetings and small meetings. Financial support may be in the form of grants or loans for physical facilities, salaries, and program needs.
- b. Committee Funds
 - 1) Trust funds and contributions will be used for church extension.
 - 2) Local meetings and individuals may contribute to the Church Extension account.
 - 3) Loans are provided from the Church Extension Fund managed by the Trustees of Trust Funds.
- c. Procedure for Requests
 - 1) Initial request should be made by letter on the Meeting's letterhead to the Church Extension chairperson in care of North Carolina Yearly Meeting office. This request will be considered at the Church Extension Committee meeting held at least thirty days after receipt.
 - 2) Upon receipt of request, the chairperson will send a copy to all Church Extension Committee members in order that they may study the request prior to the committee meeting.
 - 3) Any Meeting receiving a grant or loan should appoint one person as a resource person to attend Church Extension Committee regular meeting or send a report. This person should report on spiritual life conditions, treasury, attendance, contacts and needs. Resource person should be available to answer the committee's questions.
 - 4) An individual or Meeting receiving remuneration from a Yearly Meeting committee should not be serving or having members serving on that committee at the time the benefits are being received. (Reference North Carolina Yearly Meeting minutes dated June 22, 1974.)
 - 5) Church Extension Committee will meet in executive session (only Yearly Meeting, Quarterly Meeting and ex officio members) to consider any requests.
- d. Administration of Funds
Prior to final approval for any grant or loan, an "Application for Church Extension Grant and/or Loan" form should be completed and approved by the Church Extension Committee. Copy of committee minutes indicating approval of said application should be attached to application and with completed voucher and any other documents needed sent to the North Carolina Yearly Meeting business manager.
- e. Request Form (following pages)

Application for Church Extension Grant and/or Loan
from
North Carolina Yearly Meeting of Friends

Church Extension Committee
4811 Hilltop Road, Greensboro, NC 27407

1. Name of Friends Meeting for worship _____
Worship & Fellowship _____ Preparative _____ Monthly Meeting _____

2. Location: Street/Road _____
Country _____ State _____
Zip Code _____

3. Name and address of Clerk _____

4. Date Meeting was organized _____

5. Meeting was incorporated pursuant to the laws of the State of _____
on the _____ date of _____, year of _____. Exact incorporation
name is _____.

6. Please list all Meetings/ Churches of any denomination within two miles.

Meeting/Church	Organized About
A. _____	_____
B. _____	_____
C. _____	_____

7. Membership at time of organization _____ Present membership _____

Year	Average Attendance for Sunday Morning Meeting for Worship	Comments	Average Attendance for Sunday School	Yearly giving for all purposes

Approved in Representative Body 3rd month, 2001

8. This current year, we are receiving the following supplementary support:

From	For	Note	Amount

9. Real Estate owned by the Meeting

	Reference	Current Appraised Value
1. Land Acreage		
2. Meetinghouse Square Feet		
3. Educational Building. Number of Rooms		
4. Parsonage		
5. Other Land or Buildings		
TOTAL Appraised Value		

10. Present indebtedness:

Owed to	Purpose of Loan	Original Amount	Annual Principal Payment	Unpaid Balance	Mortgage Y= Yes, N=No

11. Amount we are requesting is _____.

12. Requested funds are to be used for _____
_____.

13. Funds requested for Real Estate purchase. Please complete the following:

- a. Legal Description of Land _____

Approved in Representative Body 3rd month, 2001

b. Description of building and past usage: _____

c. Legal Title Holder: _____

Address _____

Phone No. _____

d. Attorney for Title Holder: _____

Address _____

Phone No. _____

e. Please List all Lien Holders, if any _____

Contact Person _____

Address _____

Phone No. _____

14. Proposed Land and/or Building: The Land will be used for _____

Building will be used for _____

and is to be _____ feet in length, _____ feet in width, and _____ feet in height. It will seat about _____ persons. It is to be built of _____ and the foundation is to be _____.

Please attach preliminary plan and general layout.

15. Information on your Meeting

a. What methods of stewardship education is your Meeting using? _____

b. How is your budget prepared and raised? _____

c. Do you use the envelope system? _____

d. Please share ways your Meeting is raising funds for this project. _____

16. Estimated cost of current project:

a. Land purchase \$ _____

b. Meetinghouse \$ _____

c. Educational Building \$ _____

d. Family Life Center \$ _____

e. Parsonage \$ _____

f. Furnishings and Equipment \$ _____

g. Other _____ \$ _____

_____ Total Estimated Cost \$ _____

h. Estimated completion date is _____.

Approved in Representative Body 3rd month, 2001

17. Source of funds that will definitely be available for current project:

- a. Cash in Project Fund or in available savings \$ _____
 - b. Pledges which will be paid by the time construction is completed \$ _____
 - c. Pledges which will be paid after the construction is completed \$ _____
 - d. Amount on hand which can be used to pay on loan later \$ _____
(do not include in total)
 - e. Cash to be received from existing contracts of sale covering old properties on condition that such receipts will be in hand by completion of the project \$ _____
 - f. Other cash to be received by completion of project \$ _____
Sources _____
- _____
- Total cash gifts available \$ _____

18. Balance needed (Subtract total Line 16 from total Line 17) * \$ _____

19. We desire to secure the "balance needed from the following sources:

- a. Loan from a commercial lending company \$ _____
- b. Grant from Church Extension Committee \$ _____
- c. Special Loan from church Extension Committee \$ _____
- d. Loan from church Extension Committee \$ _____
- e. Loan from other areas of North Carolina \$ _____
Yearly Meeting
- f. Other \$ _____

20. Total (should be the same as * line 18) \$ _____

21. We will be able to give North Carolina Yearly Meeting a first mortgage.

If no, please explain _____

22. We agree to pay the interest at the prime rate (as reported in the Wall Street Journal at time of loan) less than three percent (3%). We realize that this loan rate will be adjusted every five years during the term of this loan based on this same method.

23. We agree to make monthly payments of \$ _____ to North Carolina Yearly Meeting of Friends Church Extension Committee (hereafter referred to as "NCYMCEC") for a period of _____ months.

24. We agree that a local attorney of our choice shall prepare the loan papers, at our expense in accordance with instructions from the Treasurer and Business Manager of North Carolina Yearly Meeting of Friends (here after referred to as "NCYM").

25. By making this application and accepting a grant or loan from NCYMCEC, we agree that should our Meeting ever discontinue as a Friends Meeting within NCYM or withdraw from NCYM, the amount advanced by the NCYMCEC shall be repaid to NCYM less any repayments that have been made by _____ or any amounts that have been forgiven by NCYMCEC.

Date _____ Signed _____

Approved in Representative Body 3rd month, 2001

26. Our meeting (_____) on (date) _____ approved in a regular monthly meeting for business authorizing our trustees to request a grant from NCYMCEC. (Please attach a copy of the signed minutes.)

27. Our meeting (_____) on (date) _____ approved in a regular monthly meeting for business authorizing our trustees to borrow from NCYMCEC. (Please attach a copy of the signed minutes.)

28. By the direction of the above, we submit this request for

- a. A Grant in the amount of \$ _____ be made to our Meeting.
- b. A Special Loan in the amount of \$ _____ be made to our Meeting.
- c. A Loan in the amount of \$ _____ be made to our Meeting.

Dated _____

Clerk of _____

Address _____

Phone No. _____

29. The following endorsement of the North Carolina Yearly Meeting of Friends is needed if

- the applying group is not yet organized as a Monthly Meeting
- the applying Meeting desires a loan to be secured by a second mortgage

We declare to the Church Extension Committee that, after a careful examination of the condition and prospects of the Meeting making the within application, we are satisfied that said Meeting has used judiciously all resources of its own; that the land and/or building it purposed to purchase and/or build is required to meet its needs; that the expense involved is in due proportion to the financial strength of the Meeting, and that there is no reason to doubt its ability to repay the loan upon the terms proposed.

Therefore, we approve the within application and advise that a loan of \$ _____ be made to the _____ Meeting. If such a loan shall be made, we shall cooperate in any efforts necessary to complete repayment.

Date _____

Chairperson of Church Extension Committee

Address

Phone No.

Attach a copy of the minutes of the Church Extension Committee and the Representative Body session.

Approved in Representative Body 3rd month, 2001

5. Pastor-Meeting Relations Committee

a. Purpose

To serve as a source of constructive advice and counsel for Meetings, pastors and others, especially when tensions, conflicts, and problem situations arise. It shall seek to promote harmonious relationships and the highest good of each individual pastor and Meeting. One duty is to allocate and distribute funds for pastoral salary supplements in consultation with the Superintendent.

b. Procedure

The invitation to counsel with Meetings when situations arise may originate with a significant number of Ministry and Counsel or Monthly Meeting members, Ministry and Counsel clerk, Monthly Meeting clerk, or pastor.

c. Evaluation Forms for Pastors (following pages)

EVALUATION FORM FOR PASTORAL MINISTRIES

V.E.

	Could Be Improved	Good	Excellent	Comments
--	-------------------	------	-----------	----------

I. PREACHING AND TEACHING

- | | | | | |
|---|-------|-------|-------|-------|
| A. Sunday morning service | _____ | _____ | _____ | _____ |
| B. Sunday evening service | _____ | _____ | _____ | _____ |
| C. Wednesday prayer meeting | _____ | _____ | _____ | _____ |
| D. Pastor's classes | _____ | _____ | _____ | _____ |
| E. Clear communication with the spoken word | _____ | _____ | _____ | _____ |
| F. Solid biblical content in teaching and preaching | _____ | _____ | _____ | _____ |
| G. Conduct of services | _____ | _____ | _____ | _____ |

II. EVANGELISM AND OUTREACH

- | | | | | |
|---|-------|-------|-------|-------|
| A. Reaching out to non-Christians | _____ | _____ | _____ | _____ |
| B. Training/equipping others for outreach | _____ | _____ | _____ | _____ |
| C. Welcoming and followup of visitors | _____ | _____ | _____ | _____ |
| D. Evangelistic emphasis in services | _____ | _____ | _____ | _____ |
| E. Positive community relations | _____ | _____ | _____ | _____ |

III. ADMINISTRATION

- | | | | | |
|---|-------|-------|-------|-------|
| A. Handling of office | _____ | _____ | _____ | _____ |
| B. Church publications | _____ | _____ | _____ | _____ |
| C. Enlistment of volunteers | _____ | _____ | _____ | _____ |
| D. Leadership of committees | _____ | _____ | _____ | _____ |
| E. Involvement in long-range planning | _____ | _____ | _____ | _____ |
| F. Awareness of needs of building and grounds | _____ | _____ | _____ | _____ |
| G. Involvement with NCYM programs | _____ | _____ | _____ | _____ |

