

Name of Commission	Christian Education Commission
Given Oversight by	Representative Body
Member Committees	Christian Education Committee Creative Aging Committee Literature Committee Music Education Committee Young Friends Activities Committee Young Adult Committee

Purpose of Commission

Plan, set goals and give general oversight to the work of general committees.

Commission Coordinator

Appointed by	Representative Body on recommendation of the Nominating Committee
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Term of Appointment	1 year
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General Responsibilities

“Call the entire Commission together once a year for cooperative planning and consultation, and be responsible for promoting activities in all the committees in the group.” (Planning and Promotional Council Minutes, 3-19-64)

Specific Responsibilities

- a. Plan, call and preside at regularly scheduled meetings.
- b. Present concerns of the Commission to Yearly Meeting Annual Assembly and to the Representative Body.
- c. Seek opportunities and plan cooperative activities throughout the Yearly Meeting, relating to each of the committee’s activities.
- d. Attend as ex officio member meetings of the committees within the Commission.

Name of Committee	Christian Education Committee
Given Oversight by	Coordinator of Christian Education Commission, Representative Body
Membership	
Appointed Members	12
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Ex officio Members	Christian Education Director, Quaker Lake Director, Coordinator of Christian Education Commission
Quarterly Meeting Members	one from each Quarterly Meeting
Appointed by	Quarterly Meeting upon recommendation of their Nominating Committee
Term of Appointment	1 year
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
1. Plan, call and preside at meetings	
2. Make budget request	
3. Represent committee as directed by committee action	
4. Follow up on committee actions to insure implementation of decisions	
5. Report to the Representative Body as requested.	
6. Coordinate and assist in work of sub-committees.	
Committee Purpose and Concerns	
Aid North Carolina Friends in their growth as Quaker Christians	
Specific Committee Duties	
1. Work closely with Christian Education Director in promoting and implementing programs.	
2. Provide leadership training opportunities for Monthly Meeting leaders.	
3. Sponsor Junior Yearly Meeting.	

Name of Committee	Creative Aging Committee
Given Oversight by	Christian Education Commission
Membership	
Appointed Members	9
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Quarterly Meeting Members	one from each Quarterly Meeting
Appointed by	Quarterly Meetings
Term of Appointment	1 year
Ex officio Member	Commission Coordinator
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
<ol style="list-style-type: none"> 1. Plan, call and preside at meetings of committee. 2. Facilitate committee activity in decision-making. 3. Represent committee as directed by committee action and follow-up committee actions to insure the implementation of decisions. 4. Present reports to Representative Body as requested. 5. Keep records and meeting minutes. 6. Prepare annual report for Yearly Meeting in conjunction with committee. 7. Prepare information for FRIENDLY NEWSLETTER. 8. Assure that each Quarter is represented, if possible. 9. Encourage representatives to communicate back to their Quarterly and Monthly Meetings. 10. Maintain a current listing of committee members with assistance of Quarterly Meeting Clerks and Yearly Meeting Staff. 11. Make budget request, sign vouchers and monitor balance. 	
Committee Purpose and Concerns	
<ol style="list-style-type: none"> 1. Encourage the appointment of a Committee on Creative Aging in each local Meeting, offering support as needed in their programs. 2. Plan and direct special programs, study groups, conferences, etc. to give opportunity for Friends across NCYM to come together to study and work in this area of concern. 3. Encourage legislation and programs that support the elderly. 4. Administer committee funds. 5. Review the Queries on Aging and the Aged at committee meetings. <ol style="list-style-type: none"> a. Do we provide spiritual nourishment and loving care for the older Friends in our Meetings? b. Do we provide special services for the shut-ins i.e. visitation programs? c. Are we aware of the need for visitation? Do we minister to spiritual and moral needs as well as physical? d. Are we aware that families and care givers need our support, love and assistance during times of illness? 	

Name of Committee	Literature Committee
Given Oversight by	Christian Education Commission Coordinator Representative Body

Membership

Appointed Members	12
Appointed by	Representative Body on recommendation of the Nominating Committee
Term of Appointment	3 years
Ex officio Members	Commission Coordinator USFW Literature Secretary

Chairperson

Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year

Duties of Chairperson

1. Schedule, plan, and preside at committee sessions.
2. Set up Book Room at the Annual Yearly Meeting sessions.
3. Select books for the Minister's Reading Course, as needed.
4. Promote reading of Quaker literature.
5. Make budget request.
6. Report to Representative Body as requested.
7. Represent committee as directed by committee action.
8. Follow up on committee actions to insure implementation of decisions.

Committee Purpose and Concern

Promote good literature and Quaker materials in NCYM.

Specific Committee Duties

1. Work in the Book Room at the annual Yearly Meeting sessions.
2. Assist Meetings in setting up and promoting local Meeting libraries.
3. Promote QUAKER LIFE, Quaker Leaders Book Club, books by Quaker authors, books about Friends, materials published by Friends United Meeting and other Friends groups.
4. Promote special projects as concerns arise.
5. Administer all funds under care of the committee.

Name of Committee	Music Committee
Given Oversight by	Christian Education Commission, Coordinator, Representative Body
Membership	
Appointed Members	9
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Ex officio Member	Coordinator of Christian Education Commission
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
1. Plan, call and preside at meetings.	
2. Make budget request.	
3. Represent committee as directed by committee action.	
4. Follow up on committee actions to insure implementation of decisions.	
5. Report to Representative Body as requested.	
6. Bring matters of business and concern to the committee.	

Committee Purpose and Concerns

Promote the use of good music as a means of fellowship and worship.
Be of assistance to Monthly Meetings and other organizations of the Yearly Meeting.

Specific Committee Duties

1. Plan appropriate music for the Annual Assembly of Yearly Meeting.
2. Promote music as a means of worship and fellowship throughout the Yearly Meeting.
3. Assist Young Friends programs through music.

Name of Committee	Young Friends Activities Committee
Given Oversight by	Christian Education Commission Coordinator, Representative Body
Membership	
Appointed Members	15
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Quarterly Meeting Members Appointed by	one from each Quarterly Meeting Quarterly Meetings
Term of Appointment	1 year
Ex officio Members	Christian Education Director Coordinator of Christian Education Commission Quaker Lake Director Clerks of Young Friends Yearly Meeting

Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year

Duties of Chairperson

1. Schedule regular committee meetings.
2. Plan and preside at committee meetings.
3. Make budget request.
4. Represent committee as directed by committee action.
5. Follow up on committee actions to insure implementation of decisions.
6. Report to Representative Body on request.

Committee Purpose and Concerns

Plan programs for Young Friends on Yearly Meeting level.
Be of service to local and Quarterly Meeting youth groups.
Cooperate with other Yearly Meetings in youth activities.

Specific Committee Duties

1. Administer committee funds.
2. Sponsor seminars, retreats and conferences to create opportunities for training of Young Friends leaders.
3. Plan and direct Young Friends Yearly Meeting, as well as other committee sponsored events of the Yearly Meeting.
4. Evaluate all youth programs, taking action or making appropriate recommendations as needed.

Name of Committee	Young Adult Committee
Given Oversight by	Representative Body
Members	
Appointed Members	12
Appointed by	Representative Body on recommendation of Nominating Committee (at least 2 between 18 and 30 years of age)
Quarterly Meeting Members	one from each Quarterly Meeting
Appointed by	Quarterly Meetings
Ex officio Members	Christian Education Director, Christian Education Commission Coordinator, Assistant for Young Adult Programming
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
1. Preside over the meetings (at least 4 per year, one being at Yearly Meeting time).	
2. Handle committee correspondence.	
3. Administer the committee funds.	
4. Call special meetings, if necessary.	
Committee Purpose and Concerns	
Strengthen the involvement of the 18-30 year old age group of Friends in activities at the Monthly Meeting, the Quarterly Meeting and the Yearly Meeting levels.	
Specific Committee Duties	
1. Identify opportunities for Friends ministry among and by the 18 to 30 year old age group.	
2. Act as a coordinating unit for ministries performed by youth volunteers and find appropriate volunteers and sponsors for such ministries.	
3. Monitor effectiveness of ministries, discontinuing them where need and sponsorship no longer exist.	
4. Identify and promote ministries among the Quaker college students on the various campuses in North Carolina.	
5. Plan and carry out an annual retreat for Young Adult Friends.	
6. Disburse funds entrusted to the committee according to the purpose for which they were given.	
7. Work cooperatively with other Yearly Meeting committees in facilitating and promoting these ministries.	

Name of Commission	Christian Social Concerns Commission
Given Oversight by	Representative Body
Member Committees	N.C. Friends Disaster Service Peace Committee Social Issues and Ministries Committee

Purpose of Commission

Plan, set goals and give general oversight to the work of member committees.

Commission Coordinator

Appointed by	Representative Body on recommendation of the Nominating Committee
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Term of Appointment	1 year
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General Responsibilities

“Call the entire Commission together once a year for cooperative planning and consultation, and be responsible for promoting activities in all the committees in the group.” (Planning and Promotional Council Minutes, 3-19-64)

Specific Responsibilities

1. Plan, call and preside at regularly scheduled meetings.
2. Present concerns of the commission to Yearly Meeting Annual Assembly and to the Representative Body.
3. Seek opportunities and plan cooperative activities throughout the Yearly Meeting, relating to each of the committee’s activities.
4. Attend as ex officio member meetings of the committees within the Commission.
5. Represent Yearly Meeting on North Carolina Council of Churches Commission on Social Ministries.

Name of Committee	Friends Disaster Service
Given Oversight by	Social Concerns Commission Representative Body
Membership	
Appointed Members	Quarterly Meeting Coordinators – one from each Quarterly Meeting
Appointed by	Representative Body by nomination of the Advisory Committee of the Friends Disaster Service
Term of Appointment	1 year
Ex officio Members	Social Concerns Coordinator Quaker Men President USFW President
Co-opted Members	Committee may co-opt members as needed
Chairperson	Yearly Meeting Friends Disaster Service Coordinator
Appointed by	Representative Body
Term of Appointment	Unlimited
Duties of Chairperson	<ol style="list-style-type: none"> 1. Call, plan and preside at meetings. 2. Follow up on committee actions. 3. Report to the Representative Body. 4. Organize and administer the work of the committee.
Committee Purpose and Concern	Provide assistance to fellow human beings who are victimized by trouble or disaster as resources are available.
Duties of the Committee	<ol style="list-style-type: none"> 1. Provide labor, equipment and materials for rebuilding and restoring victims' homes and property. 2. Demonstrate the love of Christ in such a way that others might seek Him as Lord. 3. Cooperate with and assist the Yearly Meeting Coordinator. 4. Have Quarterly Meeting Coordinators relay plans for disaster work to their local Meetings. 5. Cooperate with the Friends Disaster Service organizations of other Yearly Meetings.

Name of Committee Peace and Social Issues Committee

Given Oversight by: Christian Social Concerns Commission Coordinator, Representative Body

Membership

Appointed Members: 12

 Appointed by: Representative Body on recommendation of Nominating Committee

 Term of Appointment: 3 years

Quarterly Meeting:

 Appointed Members One member from each Quarterly Meeting

 Appointed by: Quarterly Meetings

 Term of Appointment: 1 year

 Ex officio Member: Christian Social Concerns Coordinator

Chairperson

Appointed by: Representative Body on recommendation of Nominating Committee

Term of Appointment: 1 year

Duties of Chairperson

1. Plan, call and preside at meetings.
2. Make budget request.
3. Represent committee as directed by committee action.
4. Follow up on committee actions to insure implementation of decisions.
5. Report to Representative Body as requested.
6. Give leadership for program development.
7. Be available for Yearly Meeting visitation.

Committee Purpose and Concern

Promote peace education programs throughout the Yearly Meeting in the spirit of loving concern based on our historical peace testimony and a deep religious commitment to the teachings of Christ. Challenge Meetings and individuals to become involved in a positive way in Christian social issues and ministries.

Specific Committee Duties

1. Plan and direct special programs, study groups, conferences, etc. to give opportunity for Friends across the Yearly Meeting to come together to study and work in the field of peace and Christian social issues.
2. Administer committee funds.
3. Promote attendance at seminars and conferences among Friends and interdenominational groups working for peace.
4. Support and encourage Friends organizations in this field.
5. Provide literature, audio-visual aids, and leaders for local Meeting programs and promote the use of available materials relative to the concerns of the committee.
6. Provide draft counseling and training opportunities for draft counselors.
7. Seek to interpret world affairs in the Christian perspective.
8. Keep the Yearly Meeting informed about current Christian social issues and ministries.
9. Encourage action by the Yearly Meeting, Monthly Meetings and individuals when such action is deemed appropriate.

Name of Commission	Evangelism and Outreach Commission
Given Oversight by	Representative Body
Member Committees	Christian Vocations Church Extension Evangelism Missions

Purpose of Commission

Plan, set goals, and give general oversight to the work of member committees.

Commission Coordinator

Appointed by Representative Body on recommendation of the Nominating Committee

Term of Appointment 1 year

General Responsibilities

“Call the entire Commission together once a year for cooperative planning and consultation, and be responsible for promoting activities in all the committees in the group.” (Planning and Promotional Council Minutes 3-19-64)

Specific Commission Coordinator Responsibilities

1. Plan, call and preside at regularly scheduled meetings.
2. Present concerns of the commission to Yearly Meeting Annual Assembly and to the Representative Body.
3. Seek opportunities and plan cooperative activities throughout the Yearly Meeting, relating to each of the committees' activities.
4. Attend as ex officio member meetings of the committees within the commission as it is possible to do so.

Name of Committee	Church Extension Committee
Given Oversight by	Evangelism and Outreach Commission Coordinator, Representative Body
Membership	
Appointed Members	9
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Quarterly Meeting Members	one from each Quarterly Meeting
Appointed by	Quarterly Meetings
Term of Appointment	1 year
Ex officio Members	Presiding Clerk of Yearly Meeting Coordinator of Evangelism & Outreach Commission

Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year

Duties of Chairperson

1. Plan, call and preside at meetings.
2. Make budget request.
3. Represent committee as directed by committee action.
4. Follow up on committee actions to insure implementation of decisions.
5. Report as requested by Representative Body.
6. Coordinate activities relating to establishing new Meetings.
7. Visit, encourage and counsel with Meetings.

Committee Purpose and Concerns

Assist in the organization, spiritual life and financial needs of new Meetings and small Meetings.

Give support with loans or gifts for a new building, salary for the minister, and program needs until the Meeting becomes self-supporting.

Specific Committee Duties

1. Communicate with Meetings the committee is supporting.
2. Provide spiritual assistance.
3. Encourage Meetings to include money in local budgets for church extension.
4. Administer committee funds per “Policy Manual of Church Extension Committee” and Church Extension policy approved by North Carolina Yearly Meeting Representative Body.

Name of Committee	Christian Vocations Committee
Given Oversight by	Evangelism and Outreach Commission Coordinator, Representative Body
Membership	
Appointed Members	9
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Ex officio Members	Coordinator of Evangelism and Outreach Commission
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	

1. Plan, call and preside at meetings.
2. Make budget request.
3. Represent committee as directed by committee action.
4. Follow up on committee actions to insure implementation of decisions
5. Report to Representative Body as requested.
6. Communicate with students under care of committee.

Committee Purpose and Concerns

Offer financial assistance to students studying in the area of Christian Vocations.
Search out concerned Christian workers.

Specific Committee Duties

1. Administer committee funds.
2. Evaluate the needs of the students under the care of the Committee.
3. Seek out persons who are gifted and have a leading toward full-time Christian work.
4. Maintain open lines of communication with students and Yearly Meeting relative to the committee's work.

Name of Committee	Evangelism Committee
Given Oversight by	Representative Body, Evangelism and Outreach Commission Coordinator
Membership	
Appointed Members	12
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Quarterly Meeting Members	one from each Quarterly Meeting
Appointed by	Quarterly Meetings
Term of Appointment	1 year
Ex officio Member	Coordinator of Evangelism & Outreach Commission
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
<ol style="list-style-type: none"> 1. Plan, call and preside at meetings. 2. Represent committee as directed by committee action. 3. Follow up on committee actions to insure implementation of decisions. 4. Report to Representative Body as requested. 	
Committee Purpose and Concerns	
Promote evangelism efforts in local Meetings	
Encourage and promote the recruitment and training of young ministers and workers.	
Be concerned with the growth of the Meetings.	
Specific Committee Duties	
<ol style="list-style-type: none"> 1. Administer committee funds 2. Disburse Trust Funds as directed. (See V.E.3.d. for procedure) 	

Name of Committee	Missions Committee
Given Oversight by	Evangelism and Outreach Commission Coordinator, Representative Body
Membership	
Appointed Members	12
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Quarterly Meeting Members	one from each Quarterly Meeting
Appointed by	Quarterly Meetings
Term of Appointment	1 year
Ex officio Members	Coordinator of Evangelism & Outreach Commission USFW President
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
1. Plan, call and preside at meetings.	
2. Make budget request.	
3. Represent committee as directed by committee action.	
4. Follow up on committee actions to insure implementation of decisions.	
5. Report to Representative Body as requested.	
Specific Committee Duties	
1. Promote the spiritual values of involvement in mission work as part of Christ's Commission to "go into all the world and preach the gospel."	
2. Promote the ministry of missions and enlist financial support from the Monthly Meetings.	
3. Administer the Friends Mexico Missions according to provisions set forth in the approved Mission Manual.	
4. Plan, promote and implement Missionary Conferences and the deputation visitation of missionaries.	
5. Act as an information center for Yearly Meeting, American Indian, and Friends United Meeting Mission Work.	
6. Administer committee funds.	
7. Appoint 2 members to serve on the Associated Committee for Indian Affairs.	