

XI. MINISTRY AND COUNSEL

- A. Yearly Meeting Ministry and Counsel**
- B. Commissions and Committees**
 - 1. Recording Committee**
 - a. Composition and Duties**
 - b. Requirements for Recording**
 - c. Procedure for Recording**
 - 1) Prerequisites**
 - 2) Required Successive Steps**
 - 3) Action for Disapproval of Candidate**
 - 4) Recorded Ministers of Other Yearly Meetings**
 - 5) Accepted Pastoral Supply**
 - 6) Pulpit Supply**
 - 7) Request for Clearness Committee**
 - 2. Revitalization Ministry Committee**
 - 3. 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. Policies and Forms**
 - 1. Continuing Education for Pastors - Queries**
 - 2. Pulpit Supply Guidelines**
 - 3. Pastor Evaluation Form**

A. YEARLY MEETING MINISTRY AND COUNSEL

Name of Assembly	Yearly Meeting Ministry and Counsel
Membership	The membership is composed of the members of the Monthly Meetings on Ministry and Counsel within its limits.
Time of Meeting	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 Yearly Meeting.
Location	As announced by the clerks.

Appointments

1. Presiding Clerk
2. Assistant Presiding Clerk
3. Recording Clerk
4. Assistant Recording Clerk
5. Members of committees including Training and Recording Committee, Revitalization Ministry Committee, and such other committees as determined necessary by Yearly Meeting on Ministry and Counsel.

Purpose of Ministry and Counsel

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.

Specific Responsibilities

1. Make reports to the Yearly Meeting as need arises.
2. Receive from Quarterly Meetings recommendations of candidates for placement under the care of the Committee on Training and Recording of Ministers and take action.
3. Receive reports from Committee for Training and Recording of Ministers.
4. Make recommendations relative to candidates for recording as a Friends minister of Friends Church of North Carolina to the Yearly Meeting.
5. Receive reports from the Revitalization Ministry Committee.
6. Receive Quarterly Meeting Ministry and Counsel appointments for the Nominating Committee of Ministry and Counsel and representatives to Yearly Meeting Ministry and Counsel.

B. MINISTRY AND COUNSEL COMMITTEES

- 1. Training and Recording Committee**
 - a. Composition and Duties**
 - b. Requirements for Recording – See Procedures for Recording Handbook**
 - c. Procedure for Recording**
 - 1) Prerequisites**
 - 2) Required Successive Steps**
 - 3) Action for Disapproval of Candidate**
 - 4) Recorded Ministers of Other Yearly Meetings**
 - 5) Accepted Pastoral Supply**
 - 6) Pulpit Supply**
 - 7) Request for Clearness Committee**
- 2. Revitalization Ministry Committee**
- 3. Ministry and Counsel Nominating Committee**

Name of Committee	Training and Recording Committee
Given Oversight by	Yearly Meeting on Ministry & Counsel
Membership	
Appointed Members	6 (at least 3 members must be other than recorded ministers)
Appointed by	Yearly Meeting on Ministry & Counsel on the recommendation of the Ministry and Counsel Nominating Committee
Term of Appointment	3 years
Ex officio Members	Yearly Meeting Ministry & Counsel Clerk Superintendent

Chairperson	
Appointed by	Committee on Training and Recording
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. Counsel with candidates concerning reading assignments and matters of personal concern.

Committee Purpose and Concern

Have general oversight with respect to the educational and other qualifications of persons who are placed under the care of the committee as they faithfully work to meet requirements to be recorded by the Yearly Meeting.

Specific Committee Duties

1. Receive information on recommended candidates from Yearly Meeting on Ministry and Counsel and schedule evaluations/testing.
2. Meet with each candidate and outline a course of study necessary to complete educational requirements for recording.
2. Committee members may be asked to serve as mentor for recording candidates.
- 3 Have periodic meetings with each candidate to review progress on the course of study.
- 4 Make recommendations to the Yearly Meeting on Ministry and Counsel with updates on candidates progress and with respect to the recording of ministers.
5. Plan appropriate recognition of newly recorded ministers during Annual Assembly and present certificate of recording.
6. Maintain the handbook, PROCEDURES FOR RECORDING OF MINISTERS, FCNC YEARLY MEETING OF FRIENDS, by revising as needed. Revision to the Handbook may be made without changes to F&P. Any and all revisions to the Handbook shall be approved by FCNC M&C.
7. Review and update reading list as needed but no longer than every five years.
8. Set requirements for recording of ministers.

A. PROCEDURES RELATED TO RECORDING OF MINISTERS

1) Prerequisites

- a) Member of Monthly Meeting
- b) Evidence of Gift of Ministry
- c) Character beyond reproach
- d) Deep religious experience and dedication (see FAITH AND PRACTICE, p. 71)

2) Required Successive Steps

Monthly Meeting on Ministry and Counsel

- a) Officially recognize a member's (of the Monthly Meeting) gift in the ministry, his or her suitable character and aptitude.
- b) Report findings to the Monthly Meeting.
- c) Receive a report of Monthly Meeting action.
- d) Upon favorable report from Monthly Meeting, report its judgment to the Quarterly Meeting on Ministry & Counsel.

Monthly Meeting

- a) Receive reports from the Monthly Meeting on Ministry and Counsel.
- b) Render its judgment and report same back to the Ministry and Counsel.
- c) Receive a copy of the Yearly Meeting Minute of Recording from the Yearly Meeting M & C.

Quarterly Meeting on Ministry and Counsel

- a) Receive report from Monthly Meeting on Ministry & Counsel.
- b) Appoint a committee (usually 3-5 members) to appraise the general fitness of the individual under consideration.
- c) Receive the report of the committee on general fitness (usually at next Quarterly Meeting session).
- d) Determine the mind of the Meeting regarding the report.
- e) Report by minute any favorable action to Yearly Meeting on Ministry & Counsel.

Yearly Meeting on Ministry and Counsel

- a) Receive minute of recommendation from the Quarterly Meeting on Ministry and Counsel and consider in session.
- b) If recommendation is favorably received, refer the candidate to the standing committee on Training and Recording of Ministers.
- c) Receive reports from the Training and Recording Committee.
- d) Upon favorable report (item 3 above) give "full and careful" consideration to the recommendation.
- e) Determine the mind of the Meeting and report by minute any favorable action to the Annual Assembly of the Yearly Meeting for consideration .

Annual Assembly of Yearly Meeting

1. Receive minutes of recommendation from the Yearly Meeting of Ministry and Counsel.
2. Seek and determine the mind of the Meeting relative to the minute.
3. If action is favorable, recording is complete.
4. Records are required.
 - a. Record action in minutes.
 - b. Furnish a copy of the minute to the initiating Quarterly Meeting.
5. Should a candidate for recording move his membership to another Monthly Meeting or Quarterly Meeting, it should also be notified of the recording in usual manner.
6. Upon request, issue to ministers in good standing cards for identification purposes.
7. Report any disapproval of recording to the initiating Monthly Meeting on Ministry and Counsel.

Quarterly Meeting

1. Receive minute of recording from the Yearly Meeting.
2. Record the full minute in “books of record” (minutes).
3. Forward this minute to the sponsoring Monthly Meeting.

3) Action for Disapproval of Candidate

When a proposition to record a member as a minister is disapproved, the body taking this action shall so inform the Monthly Meeting on Ministry and Counsel in which the proposition originated. (FAITH AND PRACTICE, page 75)

4) Recorded Ministers of other Yearly Meetings

The Yearly Meeting Committee on Training and Recording will review the credentials of those who transfer from other yearly meetings to FCNC and make a report of their findings to Ministry and Counsel of the Yearly Meeting.

5) Accepted Pastoral Supply

When 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, the recommendation may be made to recognize this person as Accepted Pastoral Supply and grant him/her an appropriate certificate. Appropriate minutes shall be sent in behalf of the individual in the same manner as recording.

This status shall be terminated on completion of the recording process, or failure to serve as Pastoral Supply for a period of one year, or for conditions set forth under “Reconsideration.” (FAITH AND PRACTICE, p. 75-76)

6) Pulpit Supply

The purpose of the pulpit supply designation is to provide recognition by the Yearly Meeting for those individuals seeking to serve North Carolina Yearly Meeting through the ministry of pulpit supply. While not seeking to be recorded as ministers or to serve as pastors, these individuals are making themselves available for pulpit supply throughout the Yearly Meeting.

- a) All requirements for full recording must be met with the exception of the college degree.
- b) Annual reports summarizing service to Meetings must be submitted to the Recording Committee. Following a 12 month period of not serving as Pulpit Supply, a person’s name shall be withdrawn from the recognized list at the next Yearly Meeting. The recognition may be reinstated at the Yearly Meeting following the candidate’s service as a Pulpit Supply speaker.
- c) Pulpit Supply status is non-transferable.
- d) A separate listing from Recorded Ministers will be maintained in the Yearly Meeting Minutes and Directory for Pulpit Supply.
- e) A Pulpit Supply individual could later come under the Recording Committee and the work is transferable.

7) Request for Clearness Committee

In September of each year, a letter will be sent to the Ministry and Counsel of Meetings that are currently supporting any candidate who has not completed at least half of the required work after being under the care of the Recording Committee for four years. This letter will request that a Clearness Committee be formed to meet with the candidate to re-affirm his/her commitment to the recording process. In an effort to encourage the candidate to complete his/her work in a timely fashion and to assist the Recording Committee in evaluating the candidate, it is requested that a response be received by December of the same year.

Name of Committee	Ministry and Counsel Nominating
Given Oversight by	Ministry and Counsel
Membership	
Appointed Members	One from each Quarterly Meeting Ministry and Counsel
Appointed by	Quarterly Meetings
Term of Appointment	3 years recommended –term begins at the rise of the Ministry and Counsel Annual Sessions. May be appointed for an additional 3-year term (maximum of 6 continuous years.)
Chairperson	Rotated among Quarters on alphabetical basis
Duties of Chairperson	
1. Plan, call and preside at meetings.	
2. Present nominations to the Ministry and Counsel annual sessions.	
3. Member of Ministry and Counsel Executive Committee	
Specific Committee Duties	
1. Seek persons to fill the following Ministry and Counsel positions: Presiding Clerk, Assistant Presiding Clerk, Recording Clerk, Assistant Recording Clerk, Training and Recording Committee, and Revitalization Ministry Committee.	
2. Prepare report of candidates to be considered by Ministry and Counsel Annual Sessions for approval.	

XI.C.

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**

XI.C.1.

Name of Appointment	Clerk of Yearly Meeting on Ministry & Counsel/ Assistant Clerk (if Clerk unable to fulfill responsibilities).
Appointed by	Yearly Meeting on Ministry and Counsel upon recommendation of its Nominating Committee
Term of Appointment	3 years – term begins at the rise of the annual Ministry and Counsel Meeting. May be appointed for an additional 3-year term (maximum of 6 continuous years.)
General Responsibility	Offer leadership appropriate to the position of clerk in behalf of the Yearly Meeting on Ministry and Counsel wherever the affairs of the Yearly Meeting may lead.
Specific Responsibilities	<ol style="list-style-type: none"> 1. Member of Monthly Meeting on Ministry and Counsel when approved 2. Member of the Recording Committee 3. Member of the Revitalization Ministry Committee 4. Clerk of the Executive Committee of Ministry and Counsel 5. Ex-officio on Yearly Meeting Administrative Oversight Committee 6. Assistant Ministry and Counsel Clerk is the Convener of the Ministry and Counsel Nominating Committee
Other Specific Duties	<ol style="list-style-type: none"> 1. Convene and preside at the annual sessions of Ministry and Counsel and all called sessions. 2. Assure that any necessary reports are made to the Yearly Meeting at large. 3. Communicate the concerns and actions of the Yearly Meeting on Ministry and Counsel to constituent Meetings through visitation and other methods that seem appropriate. 4. Convene Executive Committee of Ministry and Counsel.

XI.C.2.

Name of Appointment	Recording Clerk of Ministry and Counsel/Assistant Recording Clerk (if recording clerk unable to fulfill responsibilities).
Appointed by	Yearly Meeting on Ministry and Counsel upon recommendation of its Nominating Committee.
Term of Appointment	3 years –term begins at the rise of the annual Ministry and Counsel Meeting. May be appointed for an additional 3-year term (maximum of 6 continuous years.)
General Responsibility	Record actions of the Ministry and Counsel and maintain a permanent book of records.
Specific Responsibility	Member of Monthly Meeting on Ministry and Counsel when appointed.
Other Specific Duties	<ol style="list-style-type: none"> 1. Minute all actions of Ministry and Counsel Sessions and approval of these actions. 2. Forward any appropriate minutes to constituent Meetings as directed by the Presiding Clerk. 3. Maintain a copy of all minutes and have Clerk obtain approval at next meeting.

D.. Policies and Forms

XI. D.

1. Continuing Education for Pastors Queries
2. Pulpit Supply Guidelines
3. Pastor Evaluation Forms

The following Queries are to be used by Monthly Meetings on Ministry and Counsel from time to time with their Pastors.

1. Do you conduct your activities in such a way as to be a Christian role model? Do you realize that the way you live may be the only Bible some will read?
2. Do you consider that your participation in some activities may be a “stumbling block” for others, especially in your Meeting?
3. Do you dress appropriately and do you use acceptable language at all times?
4. Do you keep up with regular Bible reading and study? Are you spending earnest time in prayer and meditation daily?
5. Are you participating in activities of FCNC? Do you attend Annual Sessions? Do you attend Quarterly Meeting on a regular basis? Do you attend FCNC ministers’ meetings, conferences and workshops?
6. Do you read at least three (3) religious inspirational books per year?
7. Do you provide spiritual, emotional and personal support to families going through terminal illness or the death of a loved one? Do you keep confidential information to yourself?
8. Do you provide new members of your Ministry and Counsel with a copy of Ministry and Counsel Guidelines?

Pulpit Supply Guidelines

XI.D.2.

Pulpit Supply List

- A. Retired Recorded Ministers of North Carolina Yearly Meeting or Friends Church North Carolina (FCNC)
- B. Lay Speaker shall be identifies and recommended by a Monthly Meeting Ministry and Counsel from Friends Church North Carolina (FCNC)
 - a. Definition
A lay person iis a Christian member of a Monthly Meeting, who is well informed and committed to the Scriptures, doctrine, society, and life of the Friends Church North Carolina.
 - b. Recommendation
A lay person shall be recommended by their Ministry and Counsel and receive approval from Ministry and Counsel of FCNC.
 - c. Approval
When approved, the lay person may conduct services of worship and lead Bible study sessions as requested by a monthly meeting.
- C. Prerequisite for Lay Person
 - a. Person must belong to a FCNC Monthly Meeting
 - b. Person must be in good standing with their Monthly Meeting
 - c. Person shall be recommended by a Friends Church North Carolina Ministry and Counsel
- D. Ministry of Music
 - a. Individuals
 - b. Groups
 - c. Choirs
- E. Other as determined by Yearly Meeting Ministry and Counsel
Such as financial matters, etc.

EVALUATION FORM FOR PASTORAL MINISTRIES XI.D.3.

I. Preaching and Teaching	Needs Help	Good	Excellent	Comments
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	Needs Help	Good	Excellent	Comments
A. Reaching out to non-Christians				
B. Training/equipping others for outreach				
C. Welcoming and follow up of visitors				
D. Evangelistic emphasis in services				
E. Positive Community Relations				

III. Administration	Needs Help	Good	Excellent	Comments
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 FCNC Programs				

IV. Pastoral Care	Needs Help	Good	Excellent	Comments
A. Appropriate response to urgent physical needs				
B. Regular contact with members				
C. Involvement with children and youth ministries				
D. Attention to special needs of elderly				
E. Alertness to those ready and willing to become members				
F. Delegating ministry needs to elders				
G. Effective counselling of family needs				

V. Personal Qualities & Activities	Needs Help	Good	Excellent	Comments
A. Evidence of vigorous spiritual growth				
B. Adequate reading habits				
C. Sufficient vacation and other time off				
D. Helpful model in family life				
E. Able to share about personal needs and growth				
F. Staying in good physical health				
G. Open to suggestions and criticism				
H. Flexibility – ability to bend with change				
I. Productivity – effective in producing results				
J. Creativity – talent for having new ideas, for finding new and better ways of doing things and for being imaginative				
K. Judgment – ability to form an opinion, make an estimate or reach a conclusion when faced with a problem				
L. Understands and appreciates Friends' convictions				

Questions for Evaluation for Pastor and Congregation

Meeting _____ Pastor _____ Date _____

A. Evaluation of Pastor	Excellent	Good	Modest	Weak
1. SPIRITUAL MATURITY: Evaluate the pastor's Christian faith experience				
2. LEADERSHIP: Evaluate the pastor's leadership qualities				
3. TEAMWORK: Evaluate the pastor's ability to function in a team relationship				
4. COOPERATION: The ability to get along well with others				
5. RESPONSIBILITY: How well is the pastor able to assume responsibility				
6. CHURCH INVOLVEMENT: Models a caring concern for committee and personal relationships				
7. COMMUNICATION: Ability to present thoughts with logic and clarity				
8. EMOTIONAL: a. Ability to handle stress				
b. Ability to adapt to situations				
c. How does the pastor's personality affect others?				
9. HEALTH: Evaluate the pastor's general health and stamina				
10. SOCIAL AWARENESS: How responsive or sensitive is the pastor to the needs of others? (a "caring" attitude)				
11. POISE: a. Is an effective worship leader				
b. Fits the congregation's image of a good pastor				
c. has good pulpit decorum				
12. VOICE QUALITY: The pastor's articulation				
13. PROFESSIONAL ABILITY: as compared with others you have noted				
14. MORAL STANDARD: consistency of conduct; models Christian faith and practice				
15. ETHICS: Demonstrates integrity in business and community relationships				
16. SERMONS: a. Show good study preparation				
b. Have good content				
c. Relate to current, personal needs				
17. VISITATION: a. New prospects				
b. Encourage members				
c. Shut-ins				
d. Hospital				
18. SUPPORT: To Yearly Meeting activities				

