

1. Friends Church of North Carolina Annual Sessions

Time of Meeting	First Friday in August unless otherwise determined by Representative Body
Location	Quaker Lake Camp unless otherwise determined and published in advance by the Representative Body
Membership	

All members are trustees and have the privilege and responsibility to attend and participate in Annual Sessions.

Appointments

1. New Business Committee
2. Editing Committee

Purpose of Annual Assembly

“Friends assemble in their annual sessions that they may ‘come to know one another in that which is eternal’, promote Christian faith, love and unity, and seek through worship and deliberation the light and vision for creative Christian service...

The major responsibilities of Friends Church of North Carolina yearly meeting sessions are to be met in the role and character of a general meeting. In their annual sessions Friends are called to seek, by the most effective conference methods possible, a clear understanding of the relation of their faith to forces which they can see shaping the destiny of humanity to the dangers and needs which cause people to be gripped by fear or despair. In the spirit of worship the minds and hearts of Friends must be given fully to the search for the nature and direction of their united witness. Here they should seek together to know God’s will for them in the face of the great forces which plague and menace mankind; poverty, hunger, greed, hate, war and man’s indifference to human ills.” (FAITH AND PRACTICE, p.55)

Specific Responsibilities

1. Receive recommendations from Representatives or Representative Body. Recommendations from other sources “shall” be referred to the Representatives.
2. Approve appointment of Clerks.
3. Give final approval to any change in FAITH AND PRACTICE.
4. Take final action in the Recording of a minister.
5. Approve any statement of faith or pronouncement of major significance not clearly stated in FAITH AND PRACTICE.

2. Young Friends Yearly Meeting

Time of Meeting	It may run concurrently with adult sessions of Yearly Meeting or be set for another time
Given Oversight by	Young Friends Activities Committee in cooperation with the yearly meeting Program Committee
Membership	Interested young people in North Carolina Yearly Meeting in grades seven through twelve
Appointments	
1.	Presiding Clerk
2.	Assistant presiding Clerk
3.	Recording Clerk
4.	Assistant Recording Clerk
5.	Epistle Committee
6.	Evaluation Committee
7.	Nominating Committee
Purpose	Bring young people from across North Carolina to a period of concentrated discussion, worship, recreation and business in seeking to nurture a growing awareness of Friends beliefs and practices.

3. Junior Yearly Meeting

Time of Meeting	In conjunction with adult sessions of Yearly Meeting unless otherwise determined
Location	Announced location in close proximity to adult sessions of Yearly Meeting
Given Oversight by	Christian Education Committee in cooperation with the yearly meeting Program Committee
Membership	Children of parents attending adult sessions of Yearly Meeting. The meeting is, however, open to all children, five through 12 years of age, who are interested in attending.
Appointments	Optional (Annually for duration of Annual Assembly)
1.	Presiding Clerk
2.	Recording Clerk
3.	Epistle Committee (optional)
Purpose	Provide a meaningful experience of learning, sharing, and fellowship for the children attending the Annual Assembly.

IX.B.1. and 2.

Name of Appointment	Yearly Meeting Presiding Clerk
Appointed by	Yearly Meeting upon recommendation of the Committee on Clerks.
Term of Appointment	Yearly Meeting Clerks shall take office at the beginning of the calendar year following Yearly Meeting. It is recommended that [they] not be appointed for more than five consecutive one-year terms.
General Responsibilities	

- Be informed of the affairs of the Yearly Meeting and promote its program through visitation and other means of communication.
- Offer leadership on behalf of the Yearly Meeting wherever appropriate throughout Friends circles, or wherever the affairs or influence of the Yearly Meeting may lead.

Specific Responsibilities

1. Member of the Administrative Oversight Committee
2. Member of the Program Committee
3. Member of the Board of Trustees of Friends Homes

Specific Duties

1. Preside at Annual Assembly sessions
2. Preside at Representative Body meetings
3. Send agenda to Representative Body Members prior to meetings.

IX.B.2.

Name of Appointment	Yearly Meeting Assistant Presiding Clerk
Appointed by	Yearly Meeting upon recommendation of the Committee on Clerks.
Term of Appointment	Yearly Meeting Clerks shall take office at the beginning of the calendar year following Yearly Meeting. It is recommended that [they] not be appointed for more than five consecutive one-year terms.

General Responsibilities

- Act in the capacity of Clerk when that person is unable to fulfill the role.
- Be informed of the affairs of the Yearly Meeting and promote its program through visitation and other means of communication.
- Offer leadership on behalf of the Yearly Meeting wherever appropriate throughout Friends circles, or wherever the affairs or influence of the Yearly Meeting may lead.

Specific Responsibility

Clerk of the Administrative Oversight Committee

IX.B.3.

Name of Appointment	Yearly Meeting Program Committee
Appointed by	Yearly Meeting upon recommendation of the yearly meeting Nominating Committee
	Chair selected by members of the Program Committee

General Responsibilities

Act as chairperson of the Program Committee for Annual Sessions.

Be a member of the Administrative Oversight Committee.

IX.B.4

Name of Appointment	Yearly Meeting Recording Clerk and Assistants
Appointed by	Yearly Meeting upon recommendation of the Committee on Clerks
Term of Appointment	Yearly Meeting Clerks shall take office at the beginning of the calendar year following Yearly Meeting. It is recommended that [they] not be appointed for more than five consecutive one-year terms.

General Responsibilities

- Be responsible for minutes of all sessions of the Annual Assembly and Representative Body.
- Furnish copies for distribution, recording and publication in a timely manner.

Specific Responsibilities

1. Minute all actions of the Annual Assembly Sessions.
2. Minute all actions of the Representative Body.

IX.B.5.

Name of Appointment	Treasurer
Appointed by	Representative Body on the recommendation of the Stewardship-Finance Committee
Term of Appointment	3 years - eligible for only two consecutive terms

General Responsibilities

Oversee receiving and disbursing funds, as budgeted or directed by the Representative Body.

Specific Duties

1. Review all bills to be paid prior to payment.
2. Pay all debts of the Yearly Meeting in keeping with the budget as adopted by the Representative Body.
3. Disburse funds budgeted or designated to various committees as follows:
 - a. When properly completed vouchers are submitted by the committee chairperson.
 - b. When another designated member of the committee authorizes the expenditure.
4. Review financial obligations and report these to meetings periodically.
5. Attend and make financial reports to the Representative Body and Administrative Oversight Committee as requested.

General Requirements

The treasurer is responsible to the Representative Body; however, the treasurer is free to seek guidance from the Administrative Oversight Committee.

IX.B.6

Name of Appointment	Assistant Treasurer
Appointed by	Representative Body on the recommendation of the Stewardship - Finance Committee
Term of Appointment	3 years - eligible for only two consecutive terms

Specific Responsibility

Act in the capacity of Treasurer when that person is unable to fulfill the role.

Specific Duties

Assist in receiving and disbursing funds as directed by the Representative Body and the various committees of the Yearly Meeting.

General Requirements

The Assistant Treasurer is responsible to the Representative Body but may seek guidance from the Administrative Oversight Committee, Yearly Meeting staff and others.

