

I. PURPOSE

FRIENDS CHURCH of NORTH CAROLINA

ADMINISTRATIVE HANDBOOK

PURPOSE

The purpose of this Handbook is to outline the organizational structure, the responsibilities of the various boards and committees, and the objectives and procedures of the Yearly Meeting.

The Handbook is not a substitute for FAITH AND PRACTICE but brings together in one place the provisions of FAITH AND PRACTICE and various policies, procedures and mission statements approved by the Yearly Meeting. One of the geniuses of the Quaker approach to worship and to business has been the concept of the leading of the Holy Spirit. This Handbook is offered for guidance and as a structure by which the Yearly Meeting should operate. We should not be so bound by these rules that we are proscribed from following the deep leading of God's Spirit in an isolated moment.

In some instances, committees, such as the Recording Committee, may find it necessary to further define their work in a separate manual. These manuals are considered appendices to the Administrative Handbook and should follow the same procedures for approval as the Handbook.

The complexity of Yearly Meeting programs and finances is such that certain disciplines are required for proper accounting and stewardship of donated funds. The instructions contained herein are to standardize those procedures and guide individuals and committees in efficient handling of necessary record keeping.

Clerks, committee chairpersons, coordinators and staff are encouraged to use this Handbook as a convenient reference.

Administrative Oversight Committee

Friends Church of North Carolina

Date? 2020

Note: All references to FAITH AND PRACTICE are from the 2020 printing.

II. ADMINISTRATIVE HANDBOOK MAINTENANCE PROCEDURE

A. Distribution of Handbook

- 1. Staff Members**
- 2. Yearly Meeting Clerks**
- 3. Ministry and Counsel Clerk**
- 4. Committee and Board Chairpersons**

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**

A. Distribution of Handbooks

1. **Staff** – as needed
2. **Yearly Meeting Clerks** – one copy maintained by the Yearly Meeting Presiding Clerk
3. **Yearly Meeting Ministry and Counsel Clerk** – one copy maintained by the Yearly Meeting Ministry and Counsel Presiding Clerk
4. **Committees and Boards Chairpersons** – only the pages relevant to their committee
 - Christian Education
 - Outreach Commission
 - Missions
 - Stewardship/Finance
 - Nominating
 - Trustees of Real Estate
 - Program
 - Committee on Clerks
5. **Monthly Meetings**
6. **Reference copy in Yearly Meeting office**

B. Procedure for Use and Location of Handbook

1. It is the duty of the chairperson of a committee to give the sheet pertaining to that committee to each person on his/her committee. As new persons are added, they should be given the sheet.
2. It is the duty of the one possessing a Handbook to pass it on to the next person who takes that position whether it be a staff person, clerk, or chairperson.

C. Format for New Additions

The following formats should be used when requesting a new committee, new commission, new position or new organization:

1. Format for a Committee

Name of Committee _____

Given Oversight by _____

Membership

Appointed Members _____

Appointed by _____

Term of Appointment _____

Ex officio Member(s) _____
(if applicable)

Chairperson

Appointed by _____

Term of Appointment _____

Duties of Chairperson

Committee Purpose and Concerns

Specific Committee Duties

2. Format for a Position or Appointment

Name of Position _____

Appointed by _____

Given Oversight by _____

Ex officio (if applicable) _____

Qualifications and Skills

General Responsibilities

Specific Responsibilities or Duties

Others in like manner

4. Request and Format for a Staff Position

Procedure as follows:

A. Present a Letter of Request for the position and include the following information:

1. Name/Title of Position: (i.e. Part-time Secretary, etc.)

2. Specific needs for the position

3. Projected salary

4. Proposed source of funding

B. Include a proposed Job Description using the format currently in effect in the

Yearly Meeting Administrative Handbook

JOB DESCRIPTION

Name of Staff Position

Appointed by _____

Given Oversight by _____

Ex officio of (if applicable) _____

Qualifications

General Responsibilities

Specific Duties

D. Revisions and Deletions

1. The Social Media Coordinator will maintain master copy of Handbook.
2. As material for Handbook is up-dated, the Social Mediator Coordinator will remove sheet from master copy, replace it with the up-dated sheet, and mail a copy to each person having a Handbook.
3. As new material is approved for the Handbook by Representative Body, the Social Media Coordinator will add the sheet to the master copy and mail a sheet to each person having a Handbook.

III. PERSONNEL POLICIES AND PROCEDURES

A. Employment Procedure

- 1. Staff Appointments**
- 2. Staff Evaluations**

B. Travel Procedures and Policies

- 1. General Rules for Business Travel**
- 2. Rules for Staff Travel**
- 3. Rules for Committee Travel**
- 4. Rules for Authorized Delegates**
- 5. Voucher and Expense Report Forms**

III. PERSONNEL POLICIES AND PROCEDURES

III.A.B.

A. Employment Procedure

1. **Staff Appointments** **Recommended to Representative Body by**

| | |
|--------------------------|------------------------------------|
| Superintendent | Administrative Oversight Committee |
| Social Media Coordinator | Administrative Oversight Committee |

2. Staff Evaluation

The Administrative Oversight Committee will quarterly review the work of the Superintendent and the Social Media Coordinator.

B. Travel Procedures and Policies

1. General Rules for Business Travel

- a. You are representing Friends Church of North Carolina
- b. Practice good judgment and prudence when incurring expenses
 - 1. Obtain receipts for any expense you wish to be reimbursed (minor exceptions apply).
 - 2. Luxury rooms, personal services and similar expenses will not be reimbursed.

2. Rules for Staff Travel

- a. Greater care expected of Staff

A member of the FCNC staff conducting official business is expected to exercise greater care in incurring expenses than one would exercise if traveling on personal business or expending personal funds. Excess costs, delays, luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Staff members will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

b. Circumstances for travel requiring prior approval of Administrative Oversight Committee for reimbursement

1. Travel outside Friends Church of North Carolina
2. Travel in reference to or on the business of other Friends organizations which are not directly part of Friends Church of North Carolina (FUM, FWCC, FCNL, etc.)
3. Travel within Friends Church of North Carolina by employees or representatives of other Friends organizations

3. Rules for Committee Travel

- a. A copy of committee minutes noting approval of the travel expenses, signed by the chairperson and recording clerk, must be on file in the Yearly Meeting office before a voucher can be paid.
- b. It is preferable for the YM office to mail registration fees directly to the organization, rather than reimbursing the individual participants.
- c. Completed vouchers requesting reimbursement of travel expenses, signed by the committee chairperson, should be received within 30 days of incurring the expense. All items, other than incidentals of less than \$10 per day must be documented by legible, original receipts.
- d. Advances for committee travel are discouraged. In the event that an advance is absolutely necessary, completed vouchers must be received in the YM office at least two working days before the semimonthly check-writing dates. Travel expense reports, documenting the use of the advanced funds must be completed and submitted to the YM office along with legible, original receipts within 7 days of the trip. Any remaining funds should also be returned at this time. If reports for advances are not filed in a timely manner, the Yearly Meeting may decline further advances. Should outstanding advance(s) total \$600 or more at year end, IRS regulations require the Yearly Meeting to consider these amounts as income and report them to the IRS as such.

- e. Mileage reimbursements will be based on the current Yearly Meeting rate. Mileage for travel to committee meetings is not normally reimbursed.
- f. Receipts for expenses should be accompanied by an excel spreadsheet delineating categories of expenses, i.e. meals, lodging, mileage, etc.

CHECK VOUCHER

_____ Vendor Number Date _____

Payable to _____

Address _____

Account/Invoice Number _____

Purpose of Funds _____

Person authorizing expenditure _____

Account Number

Amount

Financial Manager's Use:

Approved for payment_____

Date of Check:_____ Check Number_____ #of Vouchers_____

CHECK VOUCHER

_____ Vendor Number Date _____

Payable to _____

Address _____

Account/Invoice Number _____

Purpose of Funds _____

Person authorizing expenditure _____

| Account Number | Amount |
|----------------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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Financial Manager's Use: Approved for payment _____

Date of Check: _____ Check Number _____ #of Vouchers _____

