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V. FINANCIAL POLICIES AND PROCEDURES

V.B., C.

B. Administrative Disbursements

Item	Vouchers approved by
Contributions to Friends affiliated organizations as approved in budget	Treasurer or Financial Manager
Contributions to FUM as approved in budget	Treasurer or Financial Manager
Administrative disbursements (as budgeted) not otherwise listed	Treasurer or Financial Manager
Administrative Salaries	Treasurer or Financial Manager
Designated contributions (Contributions from meetings or individuals sent to FCNC for forwarding to FUM, Trust Funds, etc.)	Financial Manager
Administrative staff travel	Financial Manager or AOC Chairman
General insurance (liability, fire, etc.)	Financial Manager
Administrative Contingency Fund	According to the nature of the expense, Administrative Oversight Committee Clerk or Financial Manager

C. Designated Funds or Trust Fund Income Procedures

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

2. Outreach Commission/Christian Vocations

- a. Purpose of Committee

FCNC provides financial assistance through its Outreach Commission as encouragement to those planning to enter full-time Christian service within Friends Church of North Carolina.

- 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 FCNC (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. 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 Commission 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 FCNC, including any of its constituent Monthly Meetings.

Loans exceeding an aggregate total of \$10,000 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 FCNC. Full-time service is defined as 30 hours or more per week. Part-time service is defined as at least 10 hours per week.

- 7) The commission 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 FCNC 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

Guidelines for Loans from the Barker Fund

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. Application 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 FCNC.
3. That the maximum annual loan amount to attend non-Quaker schools be \$2,000 per applicant and that Barker funds be used for no more than six applications per year for attending non-Quaker schools (max \$12,000 per annum).
4. That general funds be used first for non-Quaker applications.
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 FCNC. For non-Quaker students, every year of service will result in a credit of \$2,000.
6. At the beginning of each year, the Outreach Commission will send out statements to loan recipients showing total balance less any credit applied for service or repayment.

3. Outreach Commission/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 Outreach Commission.

V.E.

4. Outreach Commission/Church Extension

- a. Purpose of Committee

Assist in the organization, spiritual life, and financial needs of new 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 Outreach Commission chairperson. This request will be considered at the Outreach Commission 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 the Outreach Commission Committee regular meeting or send a report. This person should report on spiritual life conditions, treasury, attendance, contacts and needs. The 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.
 - 5) The Outreach Commission will meet in executive session 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 Outreach Commission. 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 FCNC financial manager.
- e. Request Form (following pages)

