

Name of Committee	Recording Committee
Given Oversight by	Yearly Meeting on Ministry & Counsel
<b>Membership</b>	
Appointed Members	6 (at least 3 members must be other than recorded ministers)
Appointed by	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 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.

**Specific Committee Duties**

1. Meet with each candidate and outline a course of study necessary to complete educational requirements for recording.
2. Make recommendations to the Yearly Meeting on Ministry and Counsel with respect to the recording of ministers.
3. Have periodic meetings with each candidate to review progress on the course of study.
4. Plan appropriate recognition of newly recorded ministers during Annual Assembly and present certificate of recording.
5. Maintain the handbook, PROCEDURES FOR RECORDING OF MINISTERS, NORTH CAROLINA YEARLY MEETING OF FRIENDS, by revising as needed with the approval of North Carolina Yearly Meeting of Friends Ministry and Counsel.
6. Review and update reading list every five years.
7. Set requirements for recording of ministers.