

Quarterly Conference Record Book

Prepared and edited by the Commission on Records, Forms, and Statistical blanks, and authorized as the official record for minutes and proceedings of Quarterly Conferences of The Methodist Church.

DUKE MEMORIAL

Charge

DURHAM

District

NORTH CAROLINA

Annual Conference

Dates: From Dec 9, 1947 to Dec 7, 1948

Recording Steward

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SUGGESTIONS FOR USING THIS RECORD

The Quarterly Conference Record is designed to record the minutes, proceedings, and reports made to Quarterly Conferences for a two-year period. It should be kept by the Recording Steward of the Quarterly Conference and should remain in his custody except when required by the Pastor or the District Superintendent. The following is a list of the blank forms which comprise the record and suggestions for their use.

1. Quarterly Conference Roll and Record. The form consists of four pages. It is used first at the *fourth* or *last* Quarterly Conference (or the Annual Church Conference) for nominations of officers and committees presented by the Pastor or Nominating Committee. Their election is certified by the President and Recording Steward on the last page of this form. The names and addresses of other members of the Quarterly Conference (*Discipline*, Par. 529) are added and the form is carried forward for use as a roll and record of attendance at Quarterly Conferences during the ensuing year. One copy is supplied to the Pastor, one to the District Superintendent and one is kept in the Quarterly Conference Record. This book contains three copies of the Roll and Record for each year.

2. Minutes of the _____ Quarterly Conference. This is the official form for the minutes of Quarterly Conferences. It may be used at *any* Quarterly Conference. *All* questions are to be answered at *each* Quarterly Conference except where otherwise noted on the form. One copy of the minutes, properly signed by the President and Secretary, is kept in the Quarterly Conference Record. Another copy is made for the District Superintendent. This book contains two blanks for minutes for each Quarterly Conference.

3. Minutes of the Adjourned Session. Most charges cannot complete the year's business before the fourth or last Quarterly Conference is held. An adjourned session of the last Conference is held just prior to the Annual Conference so that all statistics, financial data, and reports will be complete for the year. The minutes of the adjourned session are made also in duplicate; one for the Recording Steward and one for the District Superintendent. Two blanks for each year, therefore, are provided in this book.

4. Annual Reports. Annual reports only are required to be made at the last Quarterly Conference by the President or Secretary of the Board of Trustees and the President of the Woman's Society of Christian Service. One set of reports for each of these is included in this book for each year. Additional blanks may be purchased from the nearest branch of The Methodist Publishing House in packages containing four sets (16 report forms), price 15 cents per package. When ordering, specify the report desired.

5. Annual Summaries. Forms are provided for an annual summary of all reports made to the Quarterly Conferences by the Church School Superintendents and Church Treasurers. A copy of each summary should be made for the Quarterly Conference Record Book, for the Pastor, for the District Superintendent, and for the officer making the report. One set of annual summary blanks is provided in this book for each officer for each year. Annual Summary blanks in packages containing eight sets (32 reports), price 25 cents per package, are purchased separately for Church School Superintendents and Church Treasurers.

6. Blank Sheets. A small supply of blank sheets is included for use in making supplementary reports, etc., that should be a part of the record. These sheets may be purchased from the nearest branch of The Methodist Publishing House in packages containing 60 sheets, price 20 cents per package.

Reports to the Quarterly Conference

Reports are required to be made to the Quarterly Conference by most officers within the charge (see the minutes blank and the *Discipline*). To facilitate making these reports, assure accuracy, uniformity, and completeness, printed forms for the *Quarterly* reports have been prepared by the Commission on Records and may be had from The Methodist Publishing House for the following: (1) the Pastor, (2) Church School Superintendents, (3) Church

Treasurers, (4) Financial Secretaries, (5) Class or Unit Leaders, (6) Charge Lay Leader, (7) Local Preachers. On circuits each officer serving a church on the circuit must make a separate report to the Quarterly Conference (Church lay leaders excepted. See *Discipline*, Par. 1246). Each one of these officers should be required to make a *written* report to *every* Quarterly Conference, using the official blanks for the purpose. *Every* report made by them should be made in *quadruplicate* so that copies may be supplied to (1) the Recording Steward for file in the Quarterly Conference Record Book, (2) the Pastor, (3) the District Superintendent, and (4) the officer making the report. Because the needs of charges differ greatly, a supply of the Quarterly reports is not included in the Quarterly Conference Record Book. Samples of the Quarterly Report forms are included in the back of this book for your information. Each quarterly report may be purchased from the nearest branch of The Methodist Publishing House in packages containing eight sets (32 reports), price 25 cents per package. One package serves for eight Quarterly Conferences. (Because the Charge Lay Leader's Quarterly Report requires four pages instead of the usual two, only four sets of this report are contained in a package.)

Others who must report to the Quarterly Conference, but for whom printed reports are not made, are:

- Retired Ministers.
- Supernumerary Ministers.
- Exhorters.
- Local Church Boards of Missions and Church Extension.
- Brotherhood or Men's Organizations.
- Membership Committee.
- Finance Committee.
- Committee on Records.
- Auditing Committee.

Their reports should be prepared on paper the same size as this sheet and punched to fit your record book. It is suggested that you keep a supply of this paper on hand for this purpose (see Item No. 6 above).

Suggestions to the Recording Steward

1. Keep your Record Book up to date. Require all official reports to be in writing and the *original* copy supplied to you for your Record Book.

2. See that each officer is reminded in advance that he is to make a written report to the Quarterly Conference and furnish him with the official blanks. A supply of the *quarterly* reports should be purchased and kept by the Recording Steward according to the needs of the charge. The cost should be paid out of the church treasury. Order one package of the proper *quarterly* report for *each* officer. One package will be sufficient for one officer's report for two years if you hold four Quarterly Conferences annually, or for four years if you hold only two.

3. See that each officer receives his report blanks in advance and that he understands how to make them.

4. Require each officer to make his own Annual Summary and present it with his quarterly report at the fourth or last Quarterly Conference. In no case should the Annual Summary be delayed beyond the adjourned session because the Pastor and District Superintendent need these summaries *before* the Annual Conference meets.

5. On circuits (charges having two or more churches) where separate quarterly reports are made by officers of the different churches, it will be necessary for the Recording Steward, or someone designated by him, to combine all information given in the *Quarterly* reports of church officers so that a total or annual summary may be obtained for the whole charge. The Annual Summary sheets in this book should be used for this purpose. Annual Summary sheets for use by Church School Superintendents and Church Treasurers *on circuits* should be purchased separately (see Item 5 above).

(A complete list of all supplies for the Quarterly Conference will be found in the back of this book)