

This blank, containing the minute questions for the Quarterly Conference, is designed for use at any Quarterly Conference, including adjourned and called sessions. Proper notice for the Quarterly Conference must be given in accordance with the requirements of the Discipline (§§139, 154, 168, 170-72, 180). The questions on page 1, and the concluding questions on page 4, are to be answered at each Quarterly Conference. The questions on page 2 are to be answered at the first Quarterly Conference only. Questions 27 and 28 are to be answered as directed.

It is intended that the official Quarterly Conference Roll and Attendance Record form, showing membership, commissions, officers, and committees as adopted by the fourth Quarterly Conference of the preceding year, shall be used at each Quarterly Conference for the current year for recording attendance. Numbers in parentheses refer to paragraphs in the 1956 Discipline.

Minutes of the First Quarterly Conference, 1957-1958.

The First Quarterly Conference for the Duke Memorial Charge, Durham District, North Carolina Annual Conference, was held Tuesday, Dec. 3, 1957, at Duke Mem. Methodist Church, with Dr. C. D. Barclift, District Superintendent, presiding. After a devotional service, conducted by Mrs. W. A. Kale, was elected secretary. The following members were present: (See official Quarterly Conference Roll and Attendance Record).

Questions 1 through 7 and 17 (b) are to be answered at each Quarterly Conference

1. Have written reports been received from (Record as supplements): See Reports Attached hereto.
 - (a) The Official Board(s) (§206)? No (b) The Pastor (§352 §22)? Yes (c) The commissions, committees, and officers of the local church(es) as required by the Quarterly Conference? Yes
2. Who have been recommended by the Quarterly Conference to the District Committee on Ministerial Qualifications (§146 §1) for
 - (a) License to preach? No one
 - (b) Renewal of license? Miss Laurel Glass
3. What are the reports of the local preachers (§312)? (Record as supplements.)
4. Who have been recommended to the Annual Conference Deaconess Board as candidates for the office of Deaconess (§146 §2)? No one
5. (a) Who are certified as lay speakers (§146 §3)? See Sheet Attached hereto.
 - (b) What are their reports? (Record as supplements.) (c) Have their characters been passed? _____
6. Who are elected to the District Conference (§143 §5, 667)? (a) Delegates? W. F. Mansfield and Mrs. V. A. Cole
 - (b) Reserve delegates? Mrs. A. H. Borland and Mrs. N. D. Bitting
7. What is the report on Advance specials and the observance of special days (§149 §3, 250, 296, 759, 760, 761, 763)? (Record in table.)

Advance Specials	Assumed	Collected	Remitted	Special Days	Collected	Remitted
Ed Smith Fund	\$515.00			Week of Dedication		
Alaska College	242.00			Race Relations Sunday		
				Methodist Student Day		
				Church School Rally Day		
				Fellowship of Suffering and Service	\$146.00	\$146.00
Total	\$757.00					

Questions 18 through 27 are to be answered at the fourth Quarterly Conference only

18. What are the reports of (Record as supplements): (a) Retired ministers (§370)? (b) Supernumerary ministers (§365)?

19. Is there a report from the Board of Trustees (§164) or the Circuit Board of Trustees (§183)? _____

20. For a circuit—The answers to the following questions shall be recorded:

(a) Have the Church Quarterly Conferences received reports from their Boards of Trustees (§§158, 164)? _____ (b) Have they elected trustees (§§158-61)? _____ (c) Have they delivered to the recording steward, to be filed for permanent record as a part of the minutes of this conference, the said reports and the names of the trustees elected (§154)? _____

(Attach the reports hereto, and record the names of trustees on the official Quarterly Conference Roll and Attendance Record.)

21. Who are elected to the following offices for the ensuing year?

(a) Elective Stewards (§§143 §1, 207-11)? (See official Quarterly Conference Roll and Attendance Record.)

(b) Church Lay Leader (§§143 §2, 288)? _____

(c) District Steward and Reserve (§143 §3)? _____

(d) Recording Steward (§140)? _____

(e) Communion Steward(s) (§143 §11)? _____

(f) Trustees (§§159-61, 183)? (On a circuit only the trustees of the parsonage and/or property owned jointly by the churches of the circuit are elected by the pastoral-charge Quarterly Conference.) _____

(g) Trier of Appeals (§1056)? _____

(h) Other officers (§143 §13)? _____

22. Who are elected chairmen and who are the members of the commissions (§144)? (Record as a supplement.) (a) Membership and Evangelism? (b) Education? (c) Missions? (d) Stewardship and Finance? (e) Others?

23. What committees are authorized by the Quarterly Conference and who are elected members of these committees (§145)? (Record as a supplement.)

24. (a) Who is the lay member of the Annual Conference elected by this charge, and for what term (§143 §4)? C. E. Jordan
and Ed Dunham (b) Reserve(s)? John Dozier and J. H. Coman

25. (a) What amount is set, on recommendation by the Official Board(s), as the minimum salary for the ensuing year (§148) for

(1) The pastor? (List by churches) \$ _____

_____ ; (2) Associate pastor(s)? \$ _____

(b) What amount is set for the Pastor's Travel and Expense Fund for (1) The pastor? \$ _____ ; (2) The associate pastor(s)? \$ _____

26. Has the pastor prepared for his successor and deposited with the recording steward: (a) The two directories, one containing the names and residences of all members, and the other a constituency roll (§352 §25)? _____ (b) The list of subscribers to the benevolences (§352 §27)? _____ (c) List of subscribers to our periodicals (§352 §27)? _____

27. Who are elected for the ensuing conference or church-school year (§246 §1) to the following offices:

(a) Church School Superintendent(s) (§143 §7)? _____

(b) Membership Cultivation Superintendent(s) (§143 §8)? _____

(c) Division Superintendents (§143 §8)? _____

(d) Director(s) of Christian Education or Educational Assistants (§143 §9, 247)? _____

28. Are all lesson materials used in the church school approved by The Methodist Church? _____

Question 29 shall be asked at the fall meeting of the Quarterly Conference

29. (The Quarterly Conference shall ask the pastor the following questions at the fall meeting—§149 §1.)

(a) Who are the young people of this pastoral charge who are members of the senior class in high school? (Record as a supplement.)

(b) Who are the young people of this pastoral charge who are members of the second year in junior college? (Record as a supplement.)

(c) Has the list of their names been sent to the admission officers of the Methodist college or colleges related to the Annual Conference for their information? _____

(d) Who are the young people now in colleges, universities, and schools of nursing? Who of these are recruits for life service in a church vocation, and in what educational institutions are they enrolled? (Record as a supplement.)

(e) What young people from this charge are now in theological schools, and in what school is each enrolled? (Record as a supplement.)

(f) What young people from this pastoral charge are in the armed forces, and what is being done to extend and maintain the church's ministry to them? (Record as a supplement.)

Conclusion

30. Is there any further business? _____

31. Where shall the next Quarterly Conference be held? _____

The minutes were approved and the conference adjourned.

(Signed)

A. D. Barclay

President

Wm. W. Arthur Kahl

Secretary

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