

# 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 Methodist

Charge

Durham

District

North Carolina (SEJ)

Annual Conference

Dates: From 7-1-56 to \_\_\_\_\_

Recording Steward

PUBLISHED AND FOR SALE BY

**THE METHODIST PUBLISHING HOUSE**

NASHVILLE  
BALTIMORE  
BOSTON

CHICAGO  
DALLAS  
DETROIT

CINCINNATI  
KANSAS CITY  
PITTSBURGH

NEW YORK  
RICHMOND  
PORTLAND

SAN FRANCISCO

Suggestions for Using  
**QC-1, QUARTERLY CONFERENCE RECORD BOOK**

*Please Read Carefully*

**QC-1, Quarterly Conference Record Book**, a unit of the official Quarterly Conference Record System, prepared and edited by the Commission on Records, Forms, and Statistical Blanks, and authorized as the official form for this purpose, is complete and convenient. It is designed to record the minutes and proceedings of each Quarterly Conference and the work of the local church and church school as reported by the pastor and officers of the church and church school. This book contains blanks for the following records and reports for a *complete one-year record* for charges holding *four* Quarterly Conferences a year:

Quarterly Conference Roll and Record of Attendance  
Minutes of the Quarterly Conference  
Minutes of the Adjourned Session and Minutes of the Called Session  
Board of Trustees' Annual Report  
Annual Report of President, Local Woman's Society of Christian Service  
Pastor's Report to the Quarterly Conference  
Church School Superintendent's Quarterly Report or Annual Summary  
Church Treasurer's Quarterly Report or Annual Summary  
Report of the Financial Secretary or Chairman of the Finance Committee  
Report of Local Preacher  
Quarterly Report or Annual Summary of the Methodist Youth Fellowship  
Quarterly Report or Annual Summary of the Committee on Membership and Evangelism  
Blank Paper for Quarterly Conference Reports

For details about each form, purpose and format, see the following page, which is headed **THE QUARTERLY CONFERENCE RECORD SYSTEM**. Additional blanks may be purchased from The Methodist Publishing House.

All quarterly and annual report blanks and annual summaries are printed in four parts, providing copies for the recording steward, the pastor, the district superintendent, and the officer making the report. Quarterly Conference Roll and Record blank is printed in three parts, providing copies for the recording steward, the pastor, and the district superintendent. Minutes of the Quarterly Conference blank is printed in two parts, providing copies for the recording steward and the district superintendent. Minutes of the Adjourned Session and Minutes of the Called Session blank is printed in two parts, providing copies for the recording steward and the district superintendent. The original copy of each report is for the recording steward and should be carefully filed in the Quarterly Conference Record Book.

**Reports to the Quarterly Conference**—Reports are required from most officers within the charge (see Minutes of the Quarterly Conference blank and the *Discipline*). To facilitate making these reports, assure accuracy, uniformity, and completeness, printed forms for quarterly and annual reports and annual summaries have been prepared by the Commission on Records, Forms, and Statistical Blanks for several officers of the church and church school (see complete list of printed forms above). The *Discipline* requires certain other officers and boards and committees to make written reports to the Quarterly Conference, but because of the wide variety of their reports printed report blanks are not provided. Such officers, boards, and committees are to make their re-

ports on blank paper the same size as this sheet and punched to fit a standard three-ring binder. In the case where the space provided on a printed form is not sufficient for a complete report, the officer making the report is to attach a supplement on such blank paper.

On circuits each officer serving a church must make a separate report to the Quarterly Conference (Church Lay Leaders excepted). Each one of these officers is required to make a *written* report to *every* Quarterly Conference, using the official blanks for this purpose. Every report should be made in quadruplicate so that copies may be supplied to: (1) the recording steward, (2) the pastor, (3) the district superintendent, and (4) the officer making the report.

**Annual Reports**—Annual reports *only* are required to be made to the fourth or last Quarterly Conference by: (1) the president or secretary of the Board of Trustees and (2) the president of the Woman's Society of Christian Service. One set of report blanks for each officer is included in this book.

**Annual Summaries**—The church-school superintendent, the church treasurer, the president of the Methodist Youth Fellowship, and the Committee on Membership and Evangelism are required to make annual summaries of their reports to the fourth or last Quarterly Conference, the same forms being used for both annual summaries and quarterly reports. Five sets of each blank—four for quarterly reports and one for annual summary—for each officer are included in this book.

**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.
3. See that each officer receives his report blanks in advance and that he understands how to fill them out.
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.
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.
6. The Quarterly Conference Record should be kept by the recording steward and should remain in his custody except when required by the pastor or the district superintendent.

*A complete list of all supplies in the Quarterly Conference Record System will be found on the next page.*