

Recording Steward

Minutes of the Quarterly Conference, 1962-1963

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. The questions on page 3 are to be answered at the fourth Quarterly Conference only. Questions 26 and 27 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 1960 *Discipline*.

The Fourth Quarterly Conference for the Duke Memorial Church or Charge,
Durham District, North Carolina Annual Conference,

was held April 9, 1963, at Duke Memorial Church

Dr. O. L. Hathaway, District Superintendent, presided and Charlotte Corbin,

Recording Steward, served as secretary. A devotional service was conducted by _____.

The following members were present: (See official Quarterly Conference Roll and Attendance Record.)

Questions 1 through 7, 17(c), and 18(b) are to be answered at each Quarterly Conference

1. Have written reports been received from (record as supplements):

(a) The Official Board(s) (§206)? yes (b) The Pastor (§352.22)? yes (c) The commissions, committees, and officers of the local church(es) as required by the Quarterly Conference (§142.2)? yes

2. Who have been recommended by the Quarterly Conference to the District Committee on Ministerial Qualifications (§146.1) for

(a) License to preach? _____

(b) Renewal of license? _____

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)?

5. (a) Who are certified as Lay Speakers and what are their reports? (§§ 146.3, 293) (Record as a supplement.) (b) Have the names and addresses been forwarded to the Conference Lay Leader? _____ (c) Have their characters been passed? _____

6. Who are elected to the District Conference (§ 143.5, 687)? (a) Delegates? _____ (b) Reserve delegates? _____

7. What is the report on "SPECIAL GIFTS": World Service, Advance, Educational, special-day offerings, and conference-approved offerings?

Special Gifts	Assumed	Collected	Remitted	Special Days	Collected	Remitted
Alaska College	242	242		One Great Hour of Sharing (§760.1)		
				Fellowship of Suffering and Service (§763)	70	70
				Methodist Student Day (§250.4)		
				Race Relations Sunday (§250.3)		
				Church-School Rally Day (§250.2)	70	70
				Christmas Offering	50	50
				Thanksgiving "	87	87
Total						

Questions 8 through 17 (b), and 18 (a) are to be answered at the first Q.C. only. Questions 17 (c) and 18 (b) are to be answered at each Q.C.

8. Are the official records as required by the *Discipline* accurately kept? Yes

9. Have the books of all financial officers been audited and approved (§270)? Yes

Questions 19 through 29 are to be answered at the fourth Quarterly Conference only.

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

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

21. 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.)

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

(a) Elective Stewards (§§143.1, 208)? (See official Quarterly Conference Roll and Attendance Record.)

Dr. John Glasson

(b) Church Lay Leader(s) (§§143.2, 288)?

E. W. Dunham, Tom Goad

(c) District Steward and Reserve (§143.3)?

Mrs. George Kale

(d) Recording Steward (§§140, 143.16)?

Dr. and Mrs. John Glasson

(e) Communion Steward(s) (§143.13)?

Mrs. N. D. Bitting

(f) Hospitals and Homes Steward(s) (§§143.14, 278.3)?

E. C. Brooks, Jr.

(g) Secretary(s) of Stewardship (§§143.12, 263)?

Jack Cliff

(h) Membership Secretary(s) (§§133, 143.15)?

(i) Church Business Manager (§143.11)?

(j) 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.)

E. W. Dunham, C. N. Hibberd, Mrs. James H. Semans

(k) Trier of Appeals (§1056)?

(l) Other officers (§143.17)?

23. (a) Who is the lay member of the Annual Conference elected by this charge, and for what term (§143.4)?

(b) Reserve(s)?

24. Who are elected chairmen and who are the members of the commissions (§§144, 219)? (Record as a supplement.) (a) Membership and Evangelism? (§ 221.1) (b) Education? (§ 232.1) (c) Missions? (§ 256) (d) Stewardship and Finance? (§ 262.2) (e) Christian Social Concerns? (§ 274) (f) Worship (optional) (§ 276)?

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

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

(a) Church-School Superintendent(s) (§ 143.7)?

W. E. Whitford

(b) Membership Cultivation Superintendent(s) (§143.8)?

Jack B. Cliff

(c) Division Superintendents (§143.8)?

Children: Mrs. Robert Ferguson

Youth: Mr. Robert L. Thompson

Adult: Mr. T. S. Coble, Jr.

(d) Director(s) of Christian Education or Educational Assistants (§143.9)?

Mrs. Jane Sullivan

(e) Director(s) of Music (§143.10)?

27. What is the number of classes or groups: (a) Using approved Methodist lesson materials? _____ (b) Not using approved Methodist lesson materials? _____
28. What are the minimum amounts set, on the recommendation by the Official Board(s), for the ensuing year (§ 148) for the following items of ministerial support (list by churches):

Church	Salary		Travel & Expense Fund		*Utilities	
	Pastor	Associate Pastor(s)	Pastor	Associate Pastor(s)	Pastor	Associate Pastor(s)
Duke Memorial	9000	5000	1200	650	Provided in church	utilities budget

* List only if Utilities are in addition to salary.

29. Has the pastor prepared for his successor: (a) Two directories, one containing the names and residences of all members, and the other a constituency roll (§352.25)? yes (b) List of subscribers to the benevolences (§352.27)? _____ (c) List of subscribers to our periodicals (§352.27)? _____

Question 30 shall be asked at the fall meeting of the Quarterly Conference

30. 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 a 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? What is being done by the local church to extend and maintain its ministry to them? 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 pastoral 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.)

31. Is there any further business? _____

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

The minutes were approved and the conference adjourned.

(Signed) O. L. Hallock, President
Charlette Corbin, Secretary

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