

# Minutes of the Charge Conference

This form, containing questions for the Charge Conference, is designed for use at any Charge Conference, including called and adjourned sessions. Proper notice must be given in accordance with the requirements of *The Book of Discipline* (§ 144.7). Numbers in parentheses refer to paragraphs in *The Book of Discipline*.  
Official Roll and Attendance Record No. 2102, the official roll of of-

ficers and members of the Charge Conference, shall be used at each Charge Conference for recording attendance.  
Copies of all printed and typed reports shall be attached as supplements. There is not sufficient space on this form to record all actions of the Charge Conference. Such actions should be recorded as a supplement(s) and attached to this form.

The Charge Conference for the Duke Memorial United Methodist Church or Charge

of the Duke Memorial District of the North Carolina

Annual Conference was held May 23, 1971, at Duke Memorial

under the chairmanship of The Pastor, W. B. Petteway, District Superintendent.

\_\_\_\_\_ served as secretary.

Pastor: W. B. Petteway

Associate Pastor(s): \_\_\_\_\_

A devotional service was conducted by \_\_\_\_\_. The following members were present: (see *Official Roll and Attendance Record*).

## I. REPORTS

1. What is the report of the Administrative Board (§§ 148, 151)? \_\_\_\_\_

A call session of the church Conference was held on May 23, 1971 as authorized by the District Superintendent, Dr. C. D. Barclift. The Conference was called for the purpose of recommending Dan Hendricks for license to preach. Mr. Hendricks is serving as Youth Pastor and is a student in the Divinity School at Duke University. The congregation unanimously voted concurrence with Mr. Hendricks' request for license to preach.

2. What is the report of the pastor (§§ 132, 350.4a)? (Record as a supplement.)

3. What is the report of the trustees (§ 155.1)? (Record as a supplement.)

4. What is the annual report of the Committee on Membership Audit (§ 132)? (Record as a supplement.)

5. What is the report of the annual audit of the financial records (§ 161.3)? (Record as a supplement.)

6. What is the report of the Committee on Nominations and Personnel (§ 161.1)? (Record as a supplement.)

7. What is the annual report of the lay Speaker(s) (§ 127.6)? (Record as a supplement.)

8. Are there any other reports? \_\_\_\_\_

## II. MISSION

9. How does the church define its mission to its parish, the local community, and beyond the local community (§ 145.2)? (Record as a supplement.)

III. EVALUATION

10. What were the goals established by the Charge Conference last year (§ 145.2)?

11. What have been the successes and failures in relation to the goals established last year?

12. What are the reasons for successes and failures in achievement?

13. What corrective steps have been taken in relation to any failures?

IV. GOAL SETTING

14. What specific and measurable goals are adopted by this Charge Conference?

15. (a) What is the program year in this church (§ 151.2)?

(b) What date will all elected personnel of the local church take office (§ 151.2)?

(c) What is their tenure (§ 151.2)?

V. APPORTIONMENTS AND OTHER SPECIAL GIVING

16. What amount has been apportioned for world service and conference benevolences for the new year?

\$ \_\_\_\_\_

17. What amount is accepted \$ \_\_\_\_\_

18. What special giving is expected and in what amounts? \$ \_\_\_\_\_

VI. MINISTERIAL SUPPORT

19. What amounts are set for ministerial support for the new year? (Include all persons appointed by the bishop — ¶ 145.9)

	Pastor	Associate Pastor	Associate Pastor	Other	Other
Salary					
Travel Allowance					
Housing and Utilities Allowance					
Other Cash Allowances					
Total					

Year covered: \_\_\_\_\_, 19\_\_\_\_, to \_\_\_\_\_, 19\_\_\_\_

VII. PERSONNEL

20. Who are

(a) Recommended for license to preach (¶¶ 318-19)?

Name	Address	Telephone

(b) Recommended for renewal of license to preach (¶ 320)?

Name	Address	Telephone

(c) Recommended for church-related vocations (¶ 145.6)?

Vocation	Name	Address	Telephone

(d) Recommended as candidates for the office of deaconess (¶ 1323.4b)?

Name	Address	Telephone

(e) Recommended as lay speakers (§ 145.8)?

Name		Address			Telephone
Other	Other	Associate Pastor	Associate Pastor	Pastor	
					Salary
					Travel Allowance
					Housing and Utilities Allowance
					Other Cash Allowance
VIII. GENERAL, CONFERENCE, DISTRICT CONCERNS					Total

21. What are the plans for dealing with the following in the new year:

(a) Quadrennial program? \_\_\_\_\_

(b) Fund for Reconciliation? \_\_\_\_\_

(c) Enlistment? \_\_\_\_\_

(d) Together and other periodicals? \_\_\_\_\_

(e) Other? \_\_\_\_\_

IX. MISCELLANEOUS BUSINESS

Name	Address	Telephone	Vocation

X. ADJOURNMENT

\_\_\_\_\_, President  
 \_\_\_\_\_, Secretary

Prepared and edited by the Council on World Service and Finance and authorized as the official form for this purpose. 1968-72. Printed in U.S.A.

*Marguerite C. Pate*, Secretary