

# Minutes of the Quarterly Conference, 19<sup>60</sup>-19<sup>61</sup>

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 May 9, 1961, at Duke Memorial

Dr. C. D. Barclift, District Superintendent, presided and Miss 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 |
|----------------|---------|-----------|----------|---|-----------|----------|
| Ed Smith Fund  | 515     | 515       | 515      | One Great Hour of Sharing<br>(§760.1)         | 90.03     | 90.03    |
| Alaska College | 242     | 242       | 242      | Fellowship of Suffering<br>and Service (§763) | 67.61     | 67.61    |
| Chilean Relief |         | 65        | 65       | Methodist Student Day<br>(§250.4)             | will be   | observed |
| Africa Special |         | 292.96    | 292.96   | Race Relations Sunday<br>(§250.3)             | 78.24     | 78.24    |
|                |         |           |          | Church-School Rally Day<br>(§250.2)           | 246.76    | 246.76   |
|                |         |           |          | Christmas Off.                                | 227.35    | 227.35   |
|                |         |           |          | Thanksgiving Off.                             | 100       | 100      |
| Total          | 757     | 1114.96   | 1114.96  |   | 809.99    | 809.99   |

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? \_\_\_\_\_

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



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

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.)

(b) Church Lay Leader(s) (§§143.2, 288)? Dr. John Glasson

(c) District Steward and Reserve (§§143.3)? E. W. Dunham Tom Goad

(d) Recording Steward (§§140, 143.16)? Miss Charlotte Corbin

(e) Communion Steward(s) (§§143.13)? Dr. and Mrs. John Glasson

(f) Hospitals and Homes Steward(s) (§§143.14, 278.3)? Mrs. N. D. Bitting

(g) Secretary(s) of Stewardship (§§143.12, 263)? E. C. Brooks, Jr.

(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.) J. H. Coman, C. J. Jones,

C. E. Jordan

(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 Cliff

(c) Division Superintendents (§§143.8)? Mrs. Robert Ferguson - Children's

Mrs. Harvey Brinkley - Youth

Mr. Tom Coble - Adult

Minister

(d) Director(s) of Christian Education or Educational Assistants (§§143.9)? E. C. Shoaf

(e) Director(s) of Music (§§143.10)? Mrs. Jane Sullivan

27. What is the number of classes or groups: (a) Using approved Methodist lesson materials? all (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                | 600                   | 150                 | 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? Request for Pastor's return.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

32. Where shall the next Quarterly Conference be held? \_\_\_\_\_

The minutes were approved and the conference adjourned.

(Signed) Charles Corbin, President

Charlotte Corbin, Secretary

Prepared and edited by the Council on World Service and Finance, and authorized as the official form for this purpose. Rev. 60. Printed in U.S.A.