

Macon-Barnesville District CME Church
Rev. Dr. Donald R. Jordan, Presiding Elder
Quarterly Conference Agenda

Church _____ Pastor _____ (Email) _____

Worship Service and time _____ Bible Study _____

Date _____ Name of Secretary _____

Phone _____ Email _____

Reported Membership _____ Actives Membership _____

Online Outreach sign on information, day, and times. _____

Agenda

1. Centering Moment
2. Meeting call to order
3. **Roll Call/Sign-in sheet**
 - a. Number present _____
 - b. Number excused _____
 - c. Number unexcused _____
4. Election of Quarterly Conference Secretary and Assistant Secretary **(first Quarterly Conference)**
1. **Reports (Due three days before Quarterly Conference)** *(please include your current phone numbers and email on your reports)*
5. **Minutes** from last Quarterly Conference?
6. **Report from the pastor (Give copies to Secretary) (Conference Claims payments)**
 - A. **Annual Conference Delegates for certification** (Last Quarterly Conference)
 - B. **Recommendations in last Quarterly Conference** **(Typed Name, Address, Phone, Email, Mobil)** **List of Officers for this Conference Year** with contact information.
 - C. **List with complete addresses of all new members since last Quarterly Conference** (Typed)
7. Resident Ministers/Local Preachers and Exhorters Report
8. Director of Christian Education
9. Superintendent of the Sunday Church School.

10. Stewards

(Has pastor's salary been set? **Is there a raise?** And has the budget been approved for this year?)

11. Stewardesses

12. Trustees of Church Property (a copy of last Insurance payment statement and mortgage payment statement)

13. Women's Missionary Society

14. Ministry to Men

15. CYF

16. Young Adults

17. Choirs

A. _____

B. _____

C. _____

D. _____

18. Ushers

19. Lay Activities Council

20. Membership and Evangelism

21. Koinonia or Class Leaders

22. Recording Steward (include a copy of Church Budget and Roll for first Quarter.

23. Others

a. _____

b. _____

II. Disciplinary Questions

1. Are there any applications/ renewals for license to preach or exhort? _____

2. Who are nominated to fill vacancies in the Board of Trustee? _____

3. Have the General Rules been read this Conference year? _____

4. Is there a **Church Register** (Roll) _____ Last date updated? _____ Records of Church Conferences? _____ where are they kept? _____

5. Is there a **Church Calendar** (MBD District, 6th District, and connectional dates included)? _____ and has it been submitted in this Quarterly Conference? _____

6. Is the **Quarterly Conference Journal (record book)** up to date _____ and where is it kept? _____

7. Are there written complaints that have been properly registered? _____

8. Are there any appeals from decision made on interpretation of own laws? _____

9. Have the exhorters and local preachers passed an examination of character, and have their licenses been renewed? _____

10. Are there any applications to be recommended to the Annual Conference for Admission on Trial into the Traveling Connection? _____ Or for re-admittance? _____ or for Admission into Full Connection in accordance with ¶421.1.3? _____
11. Leadership Training (Have officers/Leaders completed Yearly District Leadership Training) _____
12. Announcements/Receiving Conference Claims
13. Closing/ Host Church and Pastor/ Benediction

III. Motions Made and Action at this Quarterly Conference

Motion Made by _____

The Motion: _____

Seconded by _____

Action Taken ____ Past ____ Fail Other _____

IV. **Motion Made by** _____

The Motion: _____

Seconded by _____

Action Taken ____ Past ____ Fail Other _____

V. **Motion Made by** _____

The Motion: _____

Seconded by _____

Action Taken ____ Past ____ Fail Other _____

Signed by _____ Secretary

_____ Presiding Elder

Quarterly Conference Notations

Quarterly Conference Sign-in Sheet

Church _____ **Date**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____