

Indiana Conference North District

Steward Quarterly Conference Report Blank

Name of Church _____ Date of Quarterly Conference _____

Beginning the 1st of _____, ending the _____ day of _____ 20 _____

The number of Stewards appointed to serve the _____ Conference Year is _____. We have met _____ times during this past Quarter. The average attendance at our meetings is _____.

1) Our Membership is: Adults: Active: _____ Sick & Shut-Ins: _____ Inactive: _____ Left w/o Certificate: _____

a) Ages 12 to 18 yrs of age: Active: _____ Away in School: _____ Inactive: _____ Cradle Roll (Infants): _____

b) Preparatory Members (Under 12 yrs of age): _____ Total Membership: _____ Date of last Survey: _____ Please provide a current Membership Roll at each 4th Quarter Conference. Please supply a copy of every member with complete address, telephone and zip code.

The list should clearly show: Total Adult Membership: _____ Active Adults: _____ Inactive Adults: _____ Sick and Shut-ins (Should be included in Total Membership also) _____ Youth (12-18) _____ Children (Under 12 yrs of age) _____ Cradle Roll (Infants) _____ Affiliated Members _____

2) Our Soul Goal for the Church for this Conference year: _____ New Souls this Quarter: _____ Total to date: 1st Q _____ 2nd Q _____ 3rd Q _____ 4th Q _____ Total Deaths _____

3) Is the Church in compliance with City, State and Federal Laws as is required and according to the AME Book of Discipline? Yes _____ No _____

4) The Pastor is full time _____/ part time _____.

5) We have reviewed the Finance Report and can make an accurate report of every receipt and expenditure of money, whether to the pastor, church, sick or poor and have a copy for today's presentation.

6) Number of workshops on Stewardship taught this Quarter: _____

7) How many Stewards are tithers? _____ Total Membership Tithing _____. We support the AMEC official doctrinal stewardship position and am working toward a full tithing commitment.

8) The indebtedness: Owed Pastor: \$ _____; Presiding Elder: \$ _____; PE District/AC: \$ _____ Other (specify): _____

Total Indebtedness: \$ _____; State your short term Plan to Liquidate: _____

The Conference Year is August 1 – July 31.

Humbly Submitted: _____
Vice Chairperson/Secretary/Designee

Pastor or Designee

Indiana Conference North District
African Methodist Episcopal Church
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Reverend Lenore G. Williams, Presiding Elder

Trustee Quarterly Conference Report Blank

Name of Church _____ Date of Quarterly Conference _____

Beginning the 1st of _____, ending the _____ day of _____ 20 ____

Insurance Coverage with Fourth Episcopal District Insurance Company? Yes _____ No _____
If No, with whom? _____

Amount of Insurance Coverage:

1) Church: \$ _____ 2) Church Contents: \$ _____

2a) Are payments current? _____ Please provide a copy of cancelled checks.

3) List all other Church Properties with index numbers and location. Indicate amount of Insurance on each parcel: _____

4) Vehicles Owned By Church (Specify): _____ \$ _____

5) Other (Specify): _____

6) Pastor's Belongings: \$ _____ 7) Liability: \$ _____

8) Other (Attach List): _____

9) Is there a Mortgage or Loan Outstanding? If Yes, with whom? _____
If No, go to #11.

10) Are payments current? _____ If not, indicate # of past due payment/amount due: _____

10a) Mortgage Balance: \$ _____ # of Late Payments: _____

11) Does Your Pastor/Church have a membership with the Perpetuating Fund? _____

11a) Is there a loan with the Perpetuating Fund? _____ Are payments current? _____ If not, how much is past due? \$ _____ Plans to make current? _____

12) Are all Church properties Tax-Exempt? _____ If not, list properties by address and index number those not exempt. _____

13) Please provide a copy of all Deeds & Titles of all properties at the 1st Quarterly Conference.

14) Are the Property Taxes paid in full to date? _____ Please provide proof.

15) Please describe the state and condition of all Church property and any proposed ideas to refurbish or repair.

16) Are all Withholding Taxes being withheld and deposited properly and timely? _____
In which Bank is your account? _____

Note: Please follow directions as per current AMEC Book of Discipline and Doctrine.

Secretary/Vice Chairperson: _____

Pastor or Designee: _____

Quarterly Conference Disciplinary Questions

Church _____
 Address _____ City _____ State _____ Phone _____
 Pastor _____
 Address _____ City _____ State _____ Phone _____
 For the _____ Quarter Beginning _____ Ending _____

1. Are there any appeals from members of this society? _____
2. Is there any application for license to preach or exhort? _____
3. Is there any license to be renewed? _____
4. How many persons have been converted? _____
5. How many persons have been received into nurturing and discipleship training? _____
6. How many persons have been received into full membership? _____
7. How many persons are now ready to be received into full membership? _____
8. How many persons have been received by certificate? _____
9. How many have left with certificates? Names. Where did they go? _____
10. How many have left without certificate? _____
11. Total number of persons joining the church this quarter? _____
12. How many expelled? Names. Why? _____
13. How many members have died this quarter, and what are their names? _____
14. What is the number of full members in this church or on this circuit? _____
15. How many members of this church or circuit are registered voters? _____
16. What is the number being nurtured and discipleship trained this quarter? _____
17. Have the nurtured and discipleship trained been instructed in doctrine, laws, and history of our church during this quarter? _____
18. Number of affiliated members? _____
19. Number of preparatory members? _____
20. What has been the increase of full members of this quarter? _____
21. How many marriages have been performed by the minister this quarter? _____
22. How many baptisms this quarter? _____
 - a. Infants (a few weeks to 5 years of age) _____
 - b. Children (6 to 12) _____
 - c. Youth (13 to 17) _____
 - d. Adult (18 & over) _____
23. How many Church Schools? (See report) _____
 - a. Give Church School reports, which should include total number of pupils on roll and average attendance. _____

Adults (18 & over)	_____
Youth (13-17)	_____
Children (5-12)	_____
Cradle Row (under 5)	_____
 - b. Include amount of money collected and disbursed – purpose and manner of appropriation. _____
 - c. Books in library? _____
24. Does this station, circuit or mission have a Lay Organization? _____
 - a. If so, how many members does the Lay Organization have? _____
25. Does this station, circuit or mission have a Women’s Missionary Society? _____
 - a. If so, how many members does the Women’s Missionary Society have? _____
26. Is this church incorporated properly? _____
 Where are the incorporation papers located? _____

27. What are the number of community projects within the church receiving funds from outside the church? _____
28. Give report of stewards which should include money raised to pay minister and presiding elder, benevolence and all other purposes. (See report) _____
29. Give report of trustees which must include all money handled by the trustees, manner and purpose of disbursements. (See report) _____
30. Are all church properties insured? _____
For what amount? _____
31. What is the present indebtedness? _____
 - a. Steward _____
 - b. Trustees _____
 - c. Stewardship Commission _____
 - d. Vehicle _____
 - e. Pastor _____
 - f. Presiding Elder _____
32. How much money has been collected for the General Budget Fund? _____
33. How many subscribers are there this quarter for our church periodicals? _____
Name the periodicals. _____
34. The chairperson will call for reports from all organizations and auxiliaries of the church, mission, or circuit.
35. All reports shall be carefully written out prior to the Quarterly Conference session. The Conference may receive and adopt these reports at once, or send them back to their respective departments for correction. If necessary, they shall be returned to the next Quarterly Conference unless otherwise ordered.