

Sample Checklist

**CHURCH OF THE BRETHREN ANNUAL CONFERENCE  
QUERY CHECKLIST PROCEDURE**

The query is the time honored method of raising concerns and securing answers for those concerns through the Annual Conference of the Church of the Brethren. Procedures have been established for the preparation and processing of Queries. These procedures may be found in the Minutes of the Annual Conference of the Church of the Brethren, 1965-1969 on pages 60, 317-319, and 426-427.

To ensure that your Query is processed through the proper procedure, the checklist below is to be completed by the local church and the district. This form is to be sent with the substance of the Query when it is submitted to the Annual Conference Secretary.

**LOCAL CHURCH** (Please check when the items have been completed)

- 1. The question or concern has been clearly defined and stated.
- 2. We evaluated and tried to answer our concern through research and inquiry.
- 3. We conferred with our district executive to get information as to what has been done or is being planned in regard to this matter.
- 4. We conferred with appropriate agency staff, e.g., General Board, to get information as to what has been done or is being planned in regard to this matter.

Our concern is a new one for the Church of the Brethren. Therefore:

- 5. We consulted our district executive regarding any immediate action that might be taken or whether Conference legislation would be helpful or necessary.
- 6. We consulted appropriate agency staff regarding any immediate action that might be taken or whether Conference legislation would be helpful or necessary.

Date July 23, 2003 \_\_\_\_\_ Inquisitive        Church of the Brethren

Moderator John D. Smith \_\_\_\_\_

Clerk/Secretary Mary S. Martin \_\_\_\_\_

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**DISTRICT** (Check when the items have been completed)

- 1. The District Board has reviewed this query. We have done all in our power by investigating the merits of the query by evaluating the different sides of the question in an attempt to seek a satisfactory answer.
- 2. The District Conference is unable to answer this question and believes it merits the legislative action of the Church of the Brethren Annual Conference.
- 3. (If applicable) The District Conference finds that this question relates to denominational and general church matters directly and therefore sends the query to Annual Conference.

SPECIAL NOTE: If the District Board or District Conference initiates a query, it should complete the section for the local church to ensure that the concerns expressed in those procedures are observed.

Date August 9, 2003 District Inner Central

Moderator Upton Patrick

Clerk Samuel Winnington

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The following items are to be mailed to the Annual Conference Secretary with a copy to the Annual Conference Executive Director:

- Query
- Query checklist
- Letter of explanation of the origins of the query
- List of actions taken on the query to this point