



**AFRICAN METHODIST EPISCOPAL CHURCH**  
**SECOND EPISCOPAL DISTRICT | BALTIMORE ANNUAL CONFERENCE | BALTIMORE DISTRICT**

RT. REV. JAMES LEVERT DAVIS, SERVANT BISHOP  
MOTHER ARELIS BEEVERS DAVIS, EPISCOPAL SUPERVISOR  
REV. JOHNNY R. CALHOUN, PRESIDING ELDER  
REV. PATRICIA CALHOUN, FIRST LADY

## DISCIPLINARY QUESTIONS CHECKLIST

The African Methodist Episcopal Church periodically requests its churches to submit information on their activities, demographics, financial statistics, and real estate holdings. This Checklist was designed to help local churches in the Baltimore District prepare and report on these statistics, their general health, and administrative actions for each quarter.

Many of the questions referenced on this Checklist can be found on the online [Disciplinary Questions \(www.bit.ly/BCBaltimoreDistrict-DisciplinaryQuestions\)](http://www.bit.ly/BCBaltimoreDistrict-DisciplinaryQuestions) form. It is recommended that before each local church submits its responses:

- 1) [Click Here](#) to view the Online Disciplinary Questionnaire Training Video; and
- 2) Complete this checklist to ensure that all of the church’s information will be available when the form is submitted electronically.

If you would like to send a message, ask a question, or submit a request to the Baltimore District Office, [Click Here \(www.bit.ly/BCBaltimoreDistrict-ContactUs\)](http://www.bit.ly/BCBaltimoreDistrict-ContactUs). We are here for you. Blessings!

### REPORTING PERIOD (2023-2024 Conference Year)

VERSION: 06.13.2032



CHURCH NAME: \_\_\_\_\_  
QUARTERLY CONFERENCE (1<sup>ST</sup> | 2<sup>ND</sup> | 3<sup>RD</sup> | 4<sup>TH</sup>): \_\_\_\_\_  
PERIOD BEGIN DATE (MM/DD/YYYY): \_\_\_\_\_  
PERIOD END DATE (MM/DD/YYYY): \_\_\_\_\_

## DISCIPLINARY QUESTIONS

1. Are there any appeals from members of the society? \_\_\_\_\_  
Yes/No  

Name(s)
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2. Are there any applications for license to preach or exhort? \_\_\_\_\_  
Yes/No  

Name(s)
---------
3. Are there any licenses to be renewed? \_\_\_\_\_  
Yes/No  

Name(s)
---------
4. How many persons have been converted? \_\_\_\_\_  
Total  

Name(s)	Address	Phone	Email
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5. How many persons have been received as new members? \_\_\_\_\_  
Total  

Name(s)	Address	Phone	Email
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6. How many persons have been received into full membership? \_\_\_\_\_  
Total
7. How many persons are now ready to be received into Full Membership. \_\_\_\_\_  
Total
8. How many persons have been received by certificate? \_\_\_\_\_  
Total  

Name(s)
---------
9. How many persons have left with certificates? \_\_\_\_\_  
Total  

Name(s)	Where Did They Go?
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10. How many persons have left without certificates? \_\_\_\_\_  
Total  

Name(s)
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11. Total number of persons joining the church this quarter? \_\_\_\_\_  
Total
12. How many expelled? \_\_\_\_\_  
Total  

Name(s)	Why?
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- 13. How many members have died this quarter? What were their names and addresses? \_\_\_\_\_  
Total

Name(s)	Address
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- 14. What is the number of full members in this church or on this circuit? \_\_\_\_\_  
Total

- 15. How many members of this church or circuit are registered voters? \_\_\_\_\_  
Total

- 16. What is the number of new members in this church or on this circuit?  
(New Members are persons transferring from other Methodist denominations joining from non-Methodist churches and converts) \_\_\_\_\_  
Total

- 17. Have the new members been instructed in doctrine, laws, and history of our church during this quarter? \_\_\_\_\_  
Yes/No/In-Process

- 18. Number of affiliated members? (Affiliated members are members of our denomination resided in the community who have joined temporarily and whose memberships are in AME churches in other locals. They are not to be counted as accessions.) \_\_\_\_\_  
Total

- 19. Number of preparatory members? (Preparatory members are youth through age of 17. They are not to be counted as full members). \_\_\_\_\_  
Total

- 20. What has been the increase of full members this quarter? \_\_\_\_\_  
Total

- 21. How many marriages have been performed by the minister this quarter? \_\_\_\_\_  
Total

Name(s)	Date
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- 22. How many baptisms this quarter? \_\_\_\_\_  
Total
  - a. Infants (a few weeks to 5 years of age) \_\_\_\_\_
  - b. Children (6 to 12 years of age) \_\_\_\_\_
  - c. Youth (13 to 17 years of age) \_\_\_\_\_
  - d. Adults (18 years and up) \_\_\_\_\_

23. Based on category, what are the Church School membership totals this quarter?
- a. Teachers/Officers \_\_\_\_\_
  - b. Infants (a few weeks to 5 years of age) \_\_\_\_\_
  - c. Children (6 to 12 years of age) \_\_\_\_\_
  - d. Youth (13 to 17 years of age) \_\_\_\_\_
  - e. Adults (18 years and up) \_\_\_\_\_
  - f. Total Church School Membership \_\_\_\_\_
- \_\_\_\_\_ Total
- g. What is the average church school attendance (ex. 50)?  
\_\_\_\_\_
- h. What is the amount of money collected? \$ \_\_\_\_\_
- i. What is the amount of money disbursed? \$ \_\_\_\_\_
- j. Books of the library (ex. 100)?  
\_\_\_\_\_
- 
24. Does this station, circuit or mission have a Lay Organization? \_\_\_\_\_ Yes/No
- a. If so, how many members does the Lay Organization have? \_\_\_\_\_ Total
- 
25. Does this station, circuit or mission have a Women's Missionary Society? \_\_\_\_\_ Yes/No
- a. How many members does the Women's Missionary Society have? \_\_\_\_\_ Total
- 
26. Is this church incorporated properly? \_\_\_\_\_ Yes/No
- a. Where are the incorporation papers located?  

Provide Location
- 
27. How many community projects within the church are receiving funds from outside of the church (Childcare, Senior Citizens homes, etc.) \_\_\_\_\_ Total
- Community Project Name

28. Money raised to pay pastor, presiding elder, benevolence, and other purposes.

- a. Amount Brought Forward: \$ \_\_\_\_\_
- b. Total Funds Raised for Quarter: \$ \_\_\_\_\_
- c. Total Funds Available \$ \_\_\_\_\_
- d. Total Expenses for Quarter: \$ \_\_\_\_\_
- e. Net Funds Available: \$ \_\_\_\_\_

29. Are all church properties insured?

Name(s) of Property	Yes/No	Insurance Company	Annual Premium Amount (\$)
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30. What is the present indebtedness?

- a. Stewards: \$ \_\_\_\_\_
- b. Trustees: \$ \_\_\_\_\_
- c. Stewardship Commission: \$ \_\_\_\_\_
- d. \_\_\_\_\_

e. If there is a capital (property) indebtedness:

- 1) Name of Financial Institution \_\_\_\_\_
- 2) Original Amount Borrowed \$ \_\_\_\_\_
- 3) Interest Rate % \_\_\_\_\_
- 4) Term (years) \_\_\_\_\_
- 5) Current Balance \$ \_\_\_\_\_
- 6) Monthly Payment Amount \$ \_\_\_\_\_

\_\_\_\_\_ Total

31. How much money has been collected for the General Budget Fund?

a. For retirement and hospitalization?

\_\_\_\_\_ Total

\_\_\_\_\_ Total

32. Identify AME Church Subscriptions and Other Periodicals.

List AME Church Subscriptions Quantity & Other Periodicals
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\_\_\_\_\_ Total

- 33. Upload Combined Report(s) into a single literary pdf file and/or PowerPoint presentation file. Each organization, auxiliary, and ministry report of the church, mission, or circuits should be presented in the order of the [Quarterly Conference Agenda](#).
  - a. **Upload** Combined Literary Report: Acceptable format is pdf
  - b. **Upload** Combined Presentation File: Acceptable format is pptx

## SUPPLEMENTARY QUESTIONS

- 1. Worship Service Venue(s)

Sanctuary	Virtual	Other Options
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- 2. Prayer Calls

Morning	Evening	Both	No Prayer Calls
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- a. How many times a week are you having Prayer Calls?
- b. What are the weekly attendance numbers for Prayer Calls?

- 3. Giving Status

Increase in giving since the pandemic	Decrease in giving since the pandemic	Same
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- 4. Church, circuit, and/or 501(c)(3) entities related to the church at any point received loans (*i.e., Bank Loan, SBA Loan*) and/or grants (*i.e., State, County, Local, Private*) funding resources

\_\_\_\_\_  
Yes/No

- 5. Applied for Government Funding this Conference Year

\_\_\_\_\_  
Yes/No

- 6. Received Government Funding this Conference Year

\_\_\_\_\_  
Yes/No

- 7. New ministries that have been implemented to be a blessing to your church and community this conference year (*up to 30 characters p/ministry*)

Ministry Name(s)
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\_\_\_\_\_  
Yes/No

- Certifying Person's Name, Title, Email Address, Phone Number, and Signature

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## **APPENDIX**

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- **Church School Superintendent and Christian Education Director**
- **Conference Delegate and Alternate Information**
- **Virtual Service**
- **Funding Resources**

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**APPENDIX:  
CHURCH SCHOOL SUPERINTENDENT  
& CHRISTIAN EDUCATION DIRECTOR**

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- 1<sup>st</sup> Quarter: Church School Superintendent
  - 1<sup>st</sup> Quarter: Christian Education Director
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Provide Information

Church School Superintendent

Name	Phone	Email
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Christian Education Director

Name	Phone	Email
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**APPENDIX:  
CONFERENCE DELEGATE AND ALTERNATE INFORMATION**

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- 2<sup>nd</sup> Quarter: **District** Delegate and Alternate Info Required
  - 2<sup>nd</sup> Quarter: **Annual** Delegate and Alternate Info Required
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Provide Info on Delegates and Alternates?

District Conference Delegate

Name	Address	Phone	Email
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District Conference Alternate

Name	Address	Phone	Email
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Annual Conference Delegate

Name	Address	Phone	Email
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Annual Conference Alternate

Name	Address	Phone	Email
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**APPENDIX:  
VIRTUAL SERVICES**

a. How many virtual Worship Services do you have a week?

Total
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b. What platforms are you using to present your virtual services

- Facebook
- Instagram
- LiveStream
- YouTube
- Zoom
- Other \_\_\_\_\_

c. What is the average number of your virtual viewing audience?

Total
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d. What is the number of virtual Conversions?

Total
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e. What is the number of New Members?

Total
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f. What online giving platforms are you currently using?

- ACH
- CashApp
- Church Management Software/Stem
- Easy Tithe
- Givelify
- Google Pay
- PayPal
- PushPay
- Text2Give
- Tithe.ly
- Other \_\_\_\_\_

g. Have your weekly virtual bible study numbers increased?

Yes	No	Same
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*By What Percentage:* \_\_\_\_\_

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**APPENDIX:  
FUNDING RESOURCES**

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- Loan Funding Source(s)
  - a. Amount Received: \$ \_\_\_\_\_
  - b. Date Received (mm/dd/yyyy): \_\_\_\_\_
  - c. Current Balance: \$ \_\_\_\_\_
    - **Upload** File(s): Acceptable formats doc, docx, xls, or pdf
  
- Grant Funding Source(s)
  - a. Amount Received: \$ \_\_\_\_\_
  - b. Date Received (mm/dd/yyyy): \_\_\_\_\_
  - c. Current Balance: \$ \_\_\_\_\_
    - **Upload** File(s): Acceptable formats doc, docx, xls, or pdf

**List Each Funding Source Separately**

# DISCIPLINARY QUESTIONNAIRE AND ADDENDUM CHECKLIST

## AFRICAN METHODIST EPISCOPAL CHURCH

SECOND EPISCOPAL DISTRICT | BALTIMORE ANNUAL CONFERENCE | BALTIMORE DISTRICT

Rt. Rev. James Levert Davis, Servant Bishop

Mother Arelis Beevers Davis, Episcopal Supervisor

Rev. Johnny R. Calhoun, Presiding Elder

Rev. Patricia Calhoun, First Lady



**Online Disciplinary Questions Form**

[www.bit.ly/BCBaltimoreDistrict-DisciplinaryQuestions](http://www.bit.ly/BCBaltimoreDistrict-DisciplinaryQuestions)



**Website:**

[www.bcbaltimoredistrict.org](http://www.bcbaltimoredistrict.org)



**Got Questions?:**

[www.bit.ly/BCBaltimoreDistrict-ContactUs](http://www.bit.ly/BCBaltimoreDistrict-ContactUs)