

Memo

To: District Executives/Ministers and Agency Executives
From: Lerry W. Fogle
800-688-5186
annualconference@brethren.org
Date: May 1, 2007
Re: Preparation and Processing of Queries

PLEASE READ ALL OF THIS IMPORTANT MEMO!

As we approach Annual Conference in Cleveland, the many District Conferences that will follow in the summer and fall, and the various agency board meetings in the future, it may be helpful to review the guidelines for preparing and processing queries. Please reference the “Query Procedure” tab on the homepage of www.brethren.org/ac. There you will find instructions for preparing and processing queries, a sample query and sample checklists for congregations and districts. Reference should also be made to the Manual of Organization and Polity, Annual Conference section on preparation and processing of queries. If you are formulating or supporting a query, please keep in mind that

1. **The guidelines call for sufficient research.** Much effort will be expended considering a query. Proper research is justified, ensuring that there is a valid question or that issues have not been answered or addressed in previous Conference actions and statements.
2. **Any query coming to Annual Conference should be phrased in the form of a question.** The question is validated as a result of not finding an answer during research. *If there is no question, there is no query.* Issues such as resolutions are brought to Conference as new business items, not queries.
3. When a query has been adopted by a District Conference or agency and is to be passed on to the Annual Conference officers for consideration, please ensure that the following have occurred:
 - **The query has been signed by those authorized and the original filed with the Annual Conference Office.**
 - **A checklist of the query process has been completed by a congregation and the district (or agency) and accompanies the query.**

The Annual Conference Office may return the query to the district or agency if all steps have not been followed, requesting that all steps be completed before the query is passed on to the Conference officers. ***Please be aware that this could cause a query to not be considered for the next Conference.*** When a query has been properly prepared and received in the Annual Conference Office, the Conference Executive Director will acknowledge receipt of the query and submit it to the officers for consideration in business agenda.

The deadline for receipt of queries or other new business items, to be considered by the officers and included for publication in the Conference booklet for Richmond, is **February 1, 2008**. Any query or business item that is received after that date will likely not be included in the Conference booklet but, if accepted by the officers, will be sent on to Standing Committee for consideration/action and duplicated for inclusion in delegate packets distributed at Conference. Business agenda items received after the deadline will be given consideration at the discretion of the Annual Conference officers.

The suggestions offered in this memo are provided not to make the process more difficult but to ensure fairness, uniformity and thoroughness of process. Should you have questions about processing queries, please contact me anytime.

cc: Annual Conference Officers