

South Central Conference of SDA Membership Matters



A manual for the Church Clerk

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Church Clerk Manual

**For the local Church Clerk within the South
Central Conference**

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Welcome

WELCOME
TO THE OFFICE OF CHURCH CLERK WHERE YOU WILL EXERCISE
A MAJORITY, IF NOT ALL, OF THE FOLLOWING SPIRITUAL GIFTS:
HELPS, ENERGY, ORDERLINESS AND LOVE.

ORDERLINESS

The body of Christ involves many diverse parts, but those with the gift for orderliness are particularly needed. The very concept of the body of Christ shows an orderly dispensation of spiritual gifts. Therefore, the importance of the clerk's work in bringing order to the church cannot be over-emphasized. In small churches where there is no office secretary, the clerk conducts most of the church's business. His or her contribution is invaluable.

HELPS

This gift (1 Corinthians 12:38) enables the clerk to give more than merely perfunctory answers. The clerk, as keeper of the church records is a source of information on many items and is a great help in supplying statistics, history, and church procedures.

LOVE

While it is the gift most desired by all members of the church, love needs to be particularly manifest in the clerk; love unconditionally, without judgment or favoritism, as a fruit of the acceptance of the gift of God's grace in Christ Jesus.

ENERGY

This provides the clerk with a gift that enables them to be "not slothful in business" as they serve the Lord.
(Romans 12:11).

Introduction

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God. It is “His body, the fullness of Him who filleth everything in every way” (Ephesians 1:22).

God calls us into His body for the purpose of establishing us in a saving relationship with Him and bring us into community with one another. The Holy Spirit convicts our minds, leads us to repentance, and plants us within the church.

You experience the presence of Jesus Christ in the world within your church; the world experiences the living presence of Jesus Christ as it witnesses your church. When a local church serves the world it is an expression of the love of Christ to the world. It is the body of Christ serving the world’s needs and being used by the Spirit as an agency of salvation. Thus the church is a servant body. Created for service, it serves the Lord in praise, serves one another in love, and serves the world in humility. “For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” (Ephesians 2:10).

Our priesthood is to each other within the church and to the world. The clerk, like every other church officer, is a ministering servant of God. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry (Ephesians 4:11-12).

Role of the Church Clerk

There has never been a pastor who at some point didn't need the help of some member to accomplish the lofty goal of soul winning and good church management. When an officer of the church realizes this and volunteers his/her service, it lightens the pastoral load enormously. The officer who can bring a most welcomed help to the minister is the church clerk and his/her staff.

Your role will be to ensure that the church's records are maintained that the church's business is documented. You will work in close relationship with the pastor, other church officers and members.

As clerk, you must recognize the need for careful and confidential guardianship of all church records. Even inactive members regard their church membership and church business as important to their spiritual life.

Not all congregations have the same needs. A clerk, as well as an assistant, may be necessary to function adequately in larger churches. In some cases, one clerk does everything dealing with membership changes and transfers while another clerk deals with church board and business meetings.

Some churches keep records in computer files while others use file cards and notebooks. With the introduction of *e-Adventist.net*, record management efficiency has been greatly enhanced.

Please acquaint yourself with the latest edition of the Seventh-day Adventist Church Manual which contains important information and procedures of the work of the clerk.

It is imperative that you read the material in this manual for the duties you are expected to handle. I know that the work is a challenge, but one that is very rewarding.

It is our hope that this manual will help you do your job better and answer any questions you may have. If there are any unanswered questions, please do not hesitate to call the Conference Office.

May God shower you with many blessings on your journey!

Duties of the Church Clerk

Although the role varies somewhat from church to church, the ministry to which a person is called when he or she becomes a church clerk involves the following:

Secretary Church Board & Business Meetings - Although a church secretary sometimes is delegated this responsibility, it is the duty of the clerk to see that this task is performed and properly entered in the church records. The official copy of the minutes should include complete copies of all reports, documents and financial statements. It is a public record which any church member or denominational representative can look at.

Church Membership - There must always be a vote by the church, not just the church board, to add or drop a name from the church membership roll, except in the case of the death of a member. The clerk handles the correspondence between the individuals seeking transfers and the churches with which the transfer is being made. The clerk also fills out a *certificate and *report form when a person is baptized or makes a profession of faith (POF). Baptismal Certificates and POF Certificates can be ordered, free of charge, from the Conference. In cooperation with the Sabbath School teachers, you should take a keen interest in keeping track of each member, making note of those who do not attend regularly and those who are absent. When a member moves away, the church clerk should try to keep in touch with them and promptly contact the pastor in the new district to have him visit and encourage them to transfer to a new church home.

Church Records - All church records, minutes of business meetings and board meetings, the church officer list, and the list of church members are maintained by the church clerk. This information is not only for the sake of the church family but portions of this information are also sent on special forms to the local conference office for its use in statistical reports. Also, it is vital that you supply copies of these records to new pastors and church board members so they have the information needed for their work.

List of Committees - The clerk should keep a list of all committees that are appointed by the church. He/she should give the chairman of each group a list of the members comprising the committee, along with an outline of the work the committee is being asked to accomplish.

Church Directory - One of the responsibilities of the clerk may be to produce a church directory. This can be printed, photocopied, or produced for the church by one of the companies that makes photo directories. It should include non-member spouses and un-baptized children from member households, as well as regular attendees not yet baptized. It is well to include a statement that "this is not an official membership list, but a directory of church families. It's purpose is to facilitate friendship in the congregation." There is an option on *eAdventist.net* for printing a church directory.

Church Bulletin - If there is no church secretary, the responsibility for the church bulletin may belong to the church clerk. This is a duty that can be delegated to another person if it is more convenient to do so.

A sample of the Baptismal Certificate and Profession of Faith Certificate, as well as, the Baptism & Profession of Faith Report Form are located in the back of this manual.

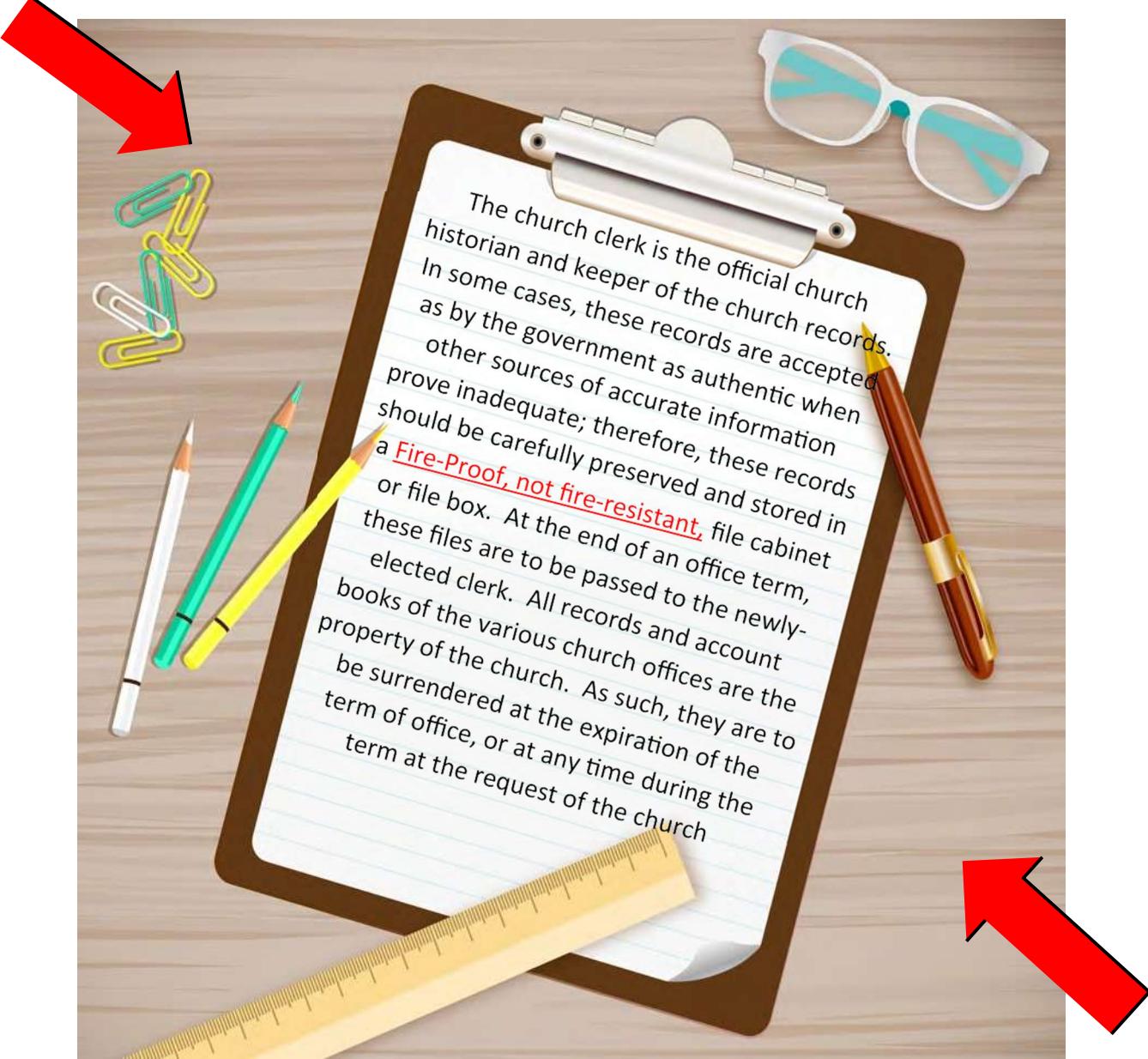
Subscriptions – The church clerk ensures each member of the South Central Conference receives (done via eAdventist) a free subscription to two periodicals:

General Conference – *Adventist World*
Southern Union – *Southern Tidings*

The mailing addresses for these subscriptions are generated from **eAdventist.net**. Therefore, it is of the utmost importance, that the church clerk keep member information up-to- date in the system. Entering (online clerk) or Sending (offline clerk) address changes and updates are a critical function of the church clerk. This one thing alone provides monetary savings to the conference, by reducing the amount of undeliverable (but paid for postage) mail.

Change of Address - Please note that although an address change will take effect immediately upon making the update in eAdventist, it can take up to 90 days before you begin receiving the delivery of your subscription at your new address.

[Responsibilities in the Local Church](#), by the Church Resources Consortium, North American Division of Seventh-day Adventist Church. Copyright © 1997, Revised 2002.



Procedures of the Church Clerk

The following are the procedures that should be implemented in the work of the church clerk:

GENERAL OFFICE SUPPLIES OBTAINED AS NEEDED

- Paper for computer list or card file for members transferred/dropped
- Card file for recording missing members
- Church stationery and envelopes
- Postage Stamps
- Date Stamp

SUGGESTED FILES TO BE MAINTAINED

- Church Board Minutes
- Church Business Meeting Minutes
- Quarterly Report (Statistical Report, Membership Update, Officer Update Forms, etc.)
- Current Membership List
- Transfer Membership List
- Missing Members List
- Former Members List
- Southern Union Subscription List

CHURCH BOARD AND BUSINESS MEETING MINUTES

- A. The church clerk is to notify and invite members of the board-to-board meetings either by email, phone or in writing. This can also be done by way of bulletin announcement, audio/visual during church service or by having a regularly scheduled meeting time.
- B. The following items should be taken to the meeting:
 - Manual or Electronic Notebook
 - The minute book for the church with a copy of the minutes from the prior meeting for each member of the church board in attendance
 - A current list of the church membership
 - A list of all church committees and their members
 - A list of church officers
 - Paper, in case a secret ballot is required
 - Pencils
- C. The clerk should compose a report for the board. This report should include:
 - Current total membership of the church
 - Total members added since the beginning of the year
 - Total members transferring to another church
 - Report of any action taken on previous discussions of membership
 - Pending membership matters.

- D. The preparation of an agenda can be handled in several ways. Time can be given for items to be suggested for the agenda prior to the meeting. In some cases items are added at the beginning of the meeting by invitation from the chairman. The church clerk can assist the pastor by suggesting that agenda items be sent to him/her at a given time, perhaps two weeks before the meeting. The clerk can then compile and present them to the pastor for review. If it is the custom in your church to send the agenda to the members before the meeting, it should be sent out no later than one week before the meeting.
- E. The church clerk can notify the pastor/church board chairman that the quorum has been met and the meeting can be called to order.
- F. The church clerk is to prepare the minutes as soon as possible – while notes are still meaningful and details can be more easily recalled. Provide a copy for the pastor and/or chairperson to read and approve before the final copy of the minutes are copied and distributed. All minutes are to be saved in a fireproof/waterproof safe.

Note: These minutes are provided to the pastor/first elder first, not to be altered to conform to their wishes, so that the pastor/first elder, who is also the chairman, can be clear on all items and issues voted only.

- G. The minutes of the meeting should include (*See Sample on page 12*):

- Name of presiding officer (usually pastor or first elder)
- Date & Time of meeting
- Place of meeting
- Members present
- Members absent
- Invited Guests present
- Agenda Items
- Actions Voted (number by year & voted action)
- Major discussion items (even though no action is voted)
- Signature lines for the chairperson and the clerk to sign their names

STATISTICAL UPDATES

- A. Copies of all correspondence and records should be kept in a safe place. Originals should be kept at the church in fireproof cabinets. Duplicates may be kept by the clerk in a safe and secure location other than at the church. This should include deeds, loans, titles to vehicles, etc. Copies of quarterly/monthly reports of all departments should be properly copied and filed.
- B. Items that should be kept on file:
 - Church Board Meetings
 - Church Membership Roll
 - Family Unit Record (FUR)/Membership Card
 - Letters/Memos
 - Miscellaneous
- C. The Church Clerk is to maintain a current list of the church officers. A list of members appointed/elected to committees should be kept on file, as well. These lists should include the specific purpose or function of each committee. A copy of this list should be given to the president of each committee and the pastor of the church.

Note: Once new officers are elected, the clerk (if not on eAdventist.net) should complete and send the Local Church Officer Update form to the Conference office as soon as possible. If there are changes during the church year and/or non-election time, please make all necessary changes on the same form and send to the Conference office, especially if they are the **ELDER, TREASURER OR CLERK**. These forms are found on pages 41-43 of this manual and online at www.iamsouthcentral.org.

Any Seventh-day Adventist Church
Anytown, State
January 5, 2016 | 7:00p.m.

MINUTES OF THE CHURCH BOARD

Members Present: Jack Frost, Chairman, Chung Lee, Clerk, John Ace, Bob Builder, John Carter, Shirley Carter, Ann Smith, Ja'Von Peabody...

Members Absent: Mary Lamb, James Peach...

Invited Guest: Manny Rivera

Opening Prayer: John Carter

Agenda

2016:01 Voted to accept the agenda as presented with the additions suggested.

2016:02 Voted to accept the minutes of the (previous) Church Board meeting held 12/28/13.

Financial Report

2016:03 Voted to accept the Financial Report for December 2015.

Discussion of New Audio Visual Equipment

2016:04 Voted to authorize the purchase of a projector for the church for up to \$500.00.

Membership Transfers (incoming/outgoing)

2016:05 Voted to recommend to the church body the transfer of membership for Jack and Jill Rhymes from the New Life Seventh-day Adventist Church in Anytown, TN

2016:06 Voted to adjourn. - 8:00p.m. CST

Closing prayer: Shirley Carter

Jack Frost, Chairman

Chung Lee, Church Clerk

D. The **CHURCH ROLL** is the official registry and history of the membership of the church. Names are to be entered into or removed from it only after official actions by the church. The church clerk must never depart from this practice. The names of all members received or dropped by the church should be voted and recorded in the church board meetings and recorded in the minutes.

- Notify the pastor and church board of the requests for membership transfer to/from the church.
- Request and/or send letters of membership transfer after approved by the church board and after the name has been published/read in the church for two consecutive Sabbaths.
- Remove from membership the names of those who have died.
- Those who have transferred out can be removed after a business meeting of the church body has been conducted, not before.

E. The church clerk should preserve all important records of the church, especially the Church Record Book and the copies of the Statistical Reports sent to the conference office. These records are valuable because they contain the history of the church from its organization. Even though the books have been filled, they should never be destroyed, but should be kept by the clerk or in the church library. All the clerk's records are the property of the church, and the church clerk should pass them to his/her successor, or to the church elder if requested by the church.

F. Although quarterly reporting is not required from companies, wherever possible, each company clerk should submit quarterly the Local Church STATISTICAL REPORT with Sabbath School Attendance and Church Attendance numbers and any other counts as requested (see forms on pages 52-54). An Officer Update report (see forms on pages 47-49) should be mailed or emailed as changes occur detailing the changes.

BUSINESS & PROFESSIONAL REGISTRY

Resident in our congregations are countless people who provide goods and services of which we are unaware. Develop a registry that contains the who, what, where and how for those persons in your congregation. Compile the name, address and phone number, and a brief description of services or goods available.

PREPARING A CHURCH DIRECTORY

A. Membership Registration is one of the most important steps in the preparation of an adequate, functional church directory. Getting the correct address, especially zip codes, are vital to both your church and your conference office.

B. The registration process can take several forms:

- Information sheets passed to members on Sabbath to be filled out and turned in to the ushers immediately.
- Information sheets passed to members to be filled out and returned the following Sabbath.
- Registration tables in the church lobby arranged for alphabetical registration using cards and/or sheets; or a registration table open during Sabbath School and Divine Worship and the close of the service. This process can be repeated for four consecutive weeks.
- Mail information cards/sheets to membership

C. Include in your directory:

- Several "Change of Address" forms so that members can alert you to any changes throughout the year.
- A "New Member" section. Names to be entered here are newly baptized members and newly transferred members.

THINGS YOU AS A CLERK CAN DO...

- Prepare a sympathy card to be sent to the family of the deceased.
- Write to discouraged members, invite them to church, send notices of activity, etc.
- Write to members in military service, sending the Sabbath School Quarterly, subscriptions to Adventist World, Message and Southern Tidings. Get board approval on such an action.
- Be concerned about members who have been absent and keep in contact with them by means of correspondence, giving them news about the church as a means of winning them back in to the fold.

CONSTITUENCY MEETING (THE SESSION)

- Every five years (Quinquennium) in the South Central Conference, an election is held to determine the leadership of the conference. It is at this session, also, that the system of government is reviewed, reports are received from the officers and departmental directors of the conference, projections are made, and the general business of the conference is conducted.
- The union (ours is the Southern Union), the division (ours is the North American Division), and the General Conference are represented through delegations provided for by our constitution. They chair selected committees on organization, nominations, constitution and bylaws, and advise so to preserve the practices generally accepted by Seventh-day Adventist organizations.
- In the South Central Conference, each church is represented through its duly elected delegates. The formula used is one delegate for every twenty-five (25) members or the greater faction thereof. It is the responsibility of the church clerk to certify these delegates by sending their names and addresses to the conference Executive Secretary at least 60 days before the Session. This allows time for important information to be sent to them so that they may intelligently represent the church at the Session.
- The delegates are issued an identification badge upon arrival and registration. This identification badge doubles as credentials and grants to the bearer entry to the delegate section, a seat on all committees to which elected at the Session, a delegate packet and Session bulletin, and voting privilege on all matters brought before the delegates for consideration.

e-Adventist.net



What is eAdventist?

eAdventist.net is a web based internet membership program of the North American Division of the General Conference of Seventh-day Adventist. It was piloted in June of 2002 in the North Pacific Union and was made available to the division in January of 2003. South Central Conference went online in 2004. All conferences of the North American Division are online.

eAdventist.net is a comprehensive database published on a secure and protected website on the internet, that gives you, the church clerk, access to your church membership data for updating records, initiating transfer requests, numerous reports, entering baptisms and Professions of Faith, etc. Because it is an online program, whenever you, as clerk, or the membership coordinator of the conference, update member information, it is immediately seen by all who have access to your church's membership information. For example, if a member's address is updated, the very next time mailing labels are generated for any of the conference/union/NAD mailings, the most recent address will be used. Consequently, savings in postage of undeliverable mail will be drastically reduced.

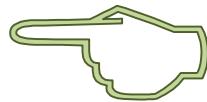
With the advent of *eAdventist.net*, the church Record Book (blue book) is not being used as often by churches. Your church probably has a number of "blue books," all of which are to be kept as permanent records for your church. Once you move to *eAdventist.net*, your membership records are kept on computer. If you are NOT on *eAdventist.net*, you will need to continue to record information in the Church Record Book, FUR records or on Membership Cards.

South Central Conference understands that some churches and church clerks may not be ready to dive into this type of technology. For now, this is not a problem. However, somewhere in the future, it is our wish that a vast majority of churches will be able to come "online" with this program.

It is vitally important that church records **exactly match** Conference records. On a manual accounting system, this is an impossible goal to attain. On the *eAdventist.net* system, the success rate is virtually 100%. That is our goal, 100% accuracy.

If you wish to become one of the many local church clerks in South Central Conference who are enjoying the benefits of being online with *eAdventist.net*, please complete the *eAdventist.net* User Authorization Form on page 42. or online at www.iamsouthcentral.org. You and your pastor will need to sign this form. Please email, fax or mail this form back to the conference office.

ELLOWYN BELL
SCC MEMBERSHIP COORDINATOR
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NASHVILLE, TN 37207
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Once I have your Authorization Form, I will contact you with the training manual information and the demo site login authorization code. You will go through the manual, at your own speed, and practice the exercises that have been designed to acquaint you with the program. The demo site is the “pretend site.” You can do nothing to hurt or destroy it! It is for practice purposes only. Even with the self-tutorial, you are encouraged to contact me at any time with questions.

FYI :

PASSWORDS ARE CASE SENSITIVE

PASSWORDS ARE 6-20 CHARACTERS IN LENGTH

CHARACTERS MUST BE ALPHANUMERIC—SPECIAL CHARACTERS ARE NOT ALLOWED

PASSWORD MUST CONTAIN AT LEAST ONE DIGIT

AFTER THREE (3) UNSUCCESSFUL ATTEMPTS TO LOGIN, USER ACCOUNTS WILL BE LOCKED.

THERE ARE TWO SITES: THE DEMO SITE (FOR TRAINING) AND THE LIVE SITE

There is a separate manual for maintaining the membership in *eAdventist.net*. Before the Conference will allow you to use real-time, active records you must practice on the demo site, receive instruction at the clerk training sessions, at the Church Officers’ Meeting, or go through training with the Conference Membership Clerk via internet, and show that you are able to handle the task of maintaining and upgrading information on a computer database.

Turning completely to technology will not alleviate the need to submit back-up paperwork to the Conference office or ignore the rules set out by the North American Division and the General Conference.

If using *eAdventist.net* your membership records are centrally located with a variety of information that will be helpful to you as clerk and to the pastor. If your pastor wishes to have access to *eAdventist.net* information, please have him contact the conference membership clerk for login assistance.

Membership Files

PERMANENT RECORDS

It is recommended that monthly eAdventist.net reports be printed and kept in a 3-ring binder with monthly dividers. There are numerous reports that are available on eAdventist.net that will give valuable statistical information on your church (baptism reports, membership lists, membership changes, etc.) If these are printed monthly and/or quarterly and filed, they will be a quick reference when attending board meetings, church business meetings, etc. Be sure and store all such records of your church in a fire proof safe as this is your church history and must be kept permanently. The church clerk can request a computer print out of the local church membership from the conference clerk. This can only be sent to the pastor or the clerk.

When your church is trying to gather information for its 50th anniversary or a homecoming, you'll be very glad this material has been saved through the years!

The **Church Record Book** contains a place for recording church membership, giving the columns necessary to show how and when members were received or dismissed. This record must be kept chronologically, and supporting data for each entry should also be recorded in the section where the minutes are kept. The church membership record must be accurately and currently maintained in order to show the official standing of the membership.

In addition to the regular minutes that are kept for board and business meetings, it is well also to maintain an occasional entry for unusual happenings in the church. For example, a dedication, an important visit of the General Conference President or a story of special significance to the church. These entries become of historic value to the church in just a few short years.

HOW TO MAINTAIN PERMANENT CHURCH RECORD BOOKS:

- Enter the name of each person added to the church in the Church Record Book, indicating date of baptism, transfer or profession of faith.
- When a member transfers to another church, record date of the second reading. Record date of acknowledgement when member was accepted into receiving church.
- Record date of a member's death.
- When a member is dropped at an official church business meetings, record the date that the action was taken beside the person's name.

FAMILY UNIT RECORD

Maintenance of a current list of the church membership Family Unit Record (FUR) or a Record of Membership Card on members & non-members of each family unit is critical to the membership success of your church and the Conference. Incoming members should be placed on a FUR/Membership Card and put in the "Active Members" file or enter this information on a computer list. Also, note all changes of members' addresses, phone numbers and/or email addresses on their FUR/Card and send it to the conference office by mail or email.

Include name changes resulting from marriage, divorce or legal name changes. The Family Unit Record (FUR) or Record of Membership Card should include:

- Name
- Address
- Phone Number
- Email
- Date Received into membership
- Date of Birth, Marriage
- Date Dismissed (by death, transfer, missing or removed (apostasy)
- Date and page number of Church Record Book entry
- Information on other family members (SDA or non-SDA, adult or child) living in the household.

KEY MEMBERSHIP POINTS

- Note transfer requests in the FUR/Membership Card, but do not add/remove names until a letter of confirmation has been received.
- Keep a record of member deaths including the dates.
- Outgoing members should be removed from the “Active Members” file. Record the date of the official action and how the member was removed. This file should be moved to the “Transferred” or “Dropped Membership” file.

REPORTING SPANISH NAMES

Reporting a Male Name - A man will take on the surname of his father.

Example – Pedro Gonzalez

Father’s surname – Gonzalez

Mother’s surname – Moreno

Moreno may appear separately on some documents, but is not used on your reports because in the U. S. it is not used and if you show it as Pedro Gonzalez Moreno, he would be known as Pedro Moreno, when he should be Pedro Gonzalez.

Reporting a Female Name - A woman will take on the surnames of both her father and her husband. Occasionally, she will also use her mother’s surname.

Example – Maria Gonzalez de Garcia

Father’s Surname – Gonzalez

Mother’s Surname – Garza

Husband’s Surname – Garcia

She may sign her name:

Maria Gonzalez de Garcia

Maria Gonzalez

Maria Garza

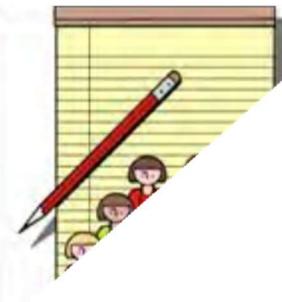
Maria Garcia

If she always signs as Maria Gonzalez de Garcia, it is all right because in the U.S. she would be known as Maria Garcia. Some documents request the father and mother’s surnames, but she would be known as MariaGarcia.

Notifying the Conference:

- Since there are many similar or identical Spanish names, please use complete names with date of birth and gender.
- Please be sure addresses are complete, including zip codes.
- Please be sure you have phone numbers with area codes.

Church Statistical Reports



REPORTS TO THE CONFERENCE

Is regular reporting important? YES!!! Experience shows that clerks who faithfully send in accurate and complete reports as events or changes occur have fewer problems in maintaining their membership files. DO NOT allow your membership to lag behind. Know at all times how many members you have and who they are.

Now that the conference is using eAdventist, you know that you can report your changes anytime. You do not have to wait to do it on a monthly basis. If you are on eAdventist, when you enter in baptisms, professions of faith, deaths, changes of address, etc. you are in effect doing your report. But if you are NOT on eAdventist, you MUST send in a FUR form with the updated information. Regularly means at least once a month, more often if you wish, if you have any changes to report. Even if you are not using eAdventist to keep track of your membership, please remember; **THE CONFERENCE IS KEEPING TRACK FOR YOU ON eADVENTIST!** Therefore, it is critically important for you to report regularly to the Conference.

Every item of information requested on the forms should be supplied; NO EXCEPTIONS! Special attention should be given to the transfer of members, and members received and dropped for various reasons as indicated on the FUR form. The Conference Membership Secretary reports monthly to the Union Office and the Union Membership Secretary must report to the Division Office who report to the General Conference. Omissions or delay of the report on your part, seriously affects the work all along the way, especially when we get near the end of the year.

Faithful attention to the details of the clerk's work greatly assists in keeping accurate records of our worldwide work.

We prefer that you report each event as it happens. You may send transfer information, deceased, missing, address changes, phone changes, add birthdates, etc. all on a FUR form. If you do not have a FUR form for that family, just use a blank one and write in all the information, and send it to the Conference Executive Secretary's Office/Membership Clerk. (This is ideal because waiting until the end of the month can cause you to forget to report an event.)

E-Mail reports are perfectly acceptable as are faxed ones, although sometime the small print is difficult to read on faxes.

Accuracy is essential. Other reports and comparison, as well as analyses and research, will be based on these figures. Neatness and clarity are of vital significance. **Please ensure that the two attendance totals recorded and sent each quarter are each an actual count and not an estimate.**

Scope. The purpose of the quarterly reports are to record a brief comprehensive picture of the denomination. It will provide a guide to leaders at various levels, but will also facilitate planning and pastoral care by the local church. Attendance data is to be an accurate summary of local church and Sabbath School attendance.

Every regularly organized church and company is to report on attendance. The count is to include the total number in attendance comprising: all adults, children (regardless of age), SDA visitors, and non-SDA visitors. Everyone who is in attendance on a Sabbath when attendance is being recorded must be counted.

Church Attendance. To ensure accuracy the church attendance should be counted every quarter; the count must be conducted every Sabbath of each quarter. If a conference/mission, union or local church counts attendance at divine service regularly, it is the numbers of those present every Sabbath that should be reported for divisional quarterly reports. Where two or more divine services are held on a Sabbath, the figure recorded is the attendance of both/all.

The count should take place at the beginning of the sermon, and should be conducted in the same manner and at the same time on every occasion attendance is counted, to ensure accuracy and uniformity.

Sabbath School Attendance. An exact attendance record should be recorded for all Sabbath School classes including all adult, teen and children's classes, including SDA visitors and non-SDA visitors.

To ensure accuracy the Sabbath School attendance should be counted every week of each quarter. If a conference/mission, union, or local church counts attendance at Sabbath school regularly, it is the numbers of those who are present on that Sabbath that should be reported for divisional quarterly reports.

The count for Sabbath School attendance should take place directly before dismissal; every time attendance is counted, the count should be conducted in the same manner and at the same time, to ensure accuracy and uniformity.

Reporting. When the counts of attendance at divine service and at Sabbath school are completed, they are to be recorded by the local clerk or statistical secretary. These counts are to accompany all other church statistical reports for each quarter, and are to be submitted by the following deadlines. Attendance can now be entered into *eAdventist.net*.

REPORTING DEADLINES:

FIRST QUARTER – APRIL 2

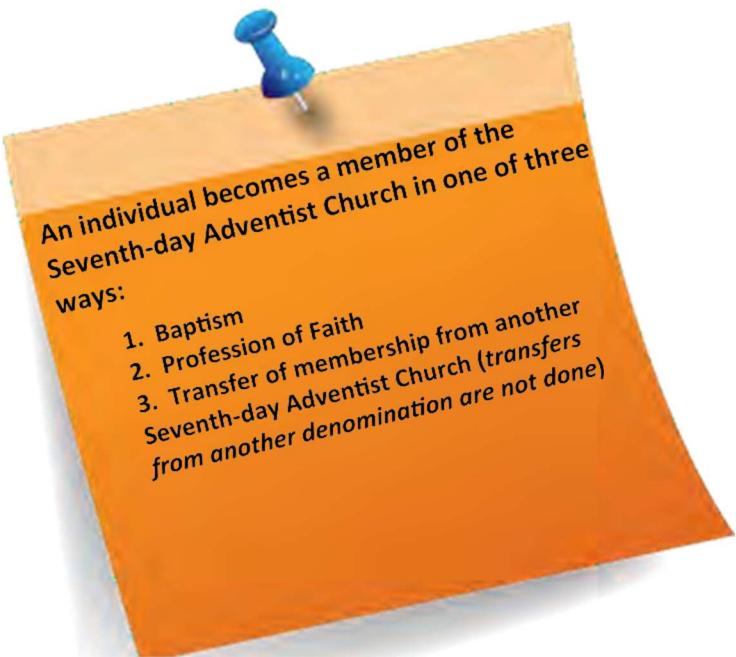
SECOND QUARTER – JULY 2

THIRD QUARTER – OCTOBER 2

FOURTH QUARTER – JANUARY 2



Incoming Memberships



Your clerk duties for each situation are as follows
(See also the SDA Church Manual):

BAPTISM

When a person is baptized, a ***Certificate of Baptism*** is generated and it must be signed by the pastor and the church clerk/secretary and given to the baptismal candidate. These certificates are available from the Conference Office.

Baptisms that occur in another church, at a lake/river, during summer camp or at camp meeting, etc., need to be voted into the local church fellowship by vote of the congregation. The vote into membership should be done shortly after the event (preferably the following Sabbath, if possible). Both dates should be reported.

When a person has been accepted into the church fellowship by vote of the congregation, not just the church board (see SDA Church Manual, Chapter 6 entitled “The Church Clerk”) the clerk must record the following personal information.

- Name (with middle name or initial if provided)
- Complete Mailing Address
- Phone Number(s)/Email
- Full Date of Birth—**VITALLY IMPORTANT!**
- Marital status
- Date of Baptism/Date Voted into Membership
- Officiating Pastor
- Name of Church Joined
- Grade in School Where Applicable

Record this information in eAdventist.net, in the Church Record Book or on a Church Membership Card for current card file or a Family Unit Record.

If NOT on eAdventist.net this information must be sent to the conference membership clerk right away so that it can be entered into eAdventist. A new or revised FUR will be sent to you with the next mailing.

RE-BAPTISM

If a current member of your church is re-baptized, please enter it in *eAdventist.net* or if offline, send the information on the form and indicate it is a re-baptism. If a baptism is a previous baptism, meaning not in the current quarter, categorize it as a “**PRIOR BAPTISM**” in *e-Adventist.net*. A new or revised FUR will be sent to you with the next mailing. A re-baptism should be recorded on the line “Inactive Member Reclaimed.”

If the individual is from another church, it will be necessary to transfer their church membership to your church, provided he/she is wanting to join your church. If this is what needs to be done, please call the conference membership clerk for instructions on how to record the re-baptism and request the transfer.

If the person was re-baptized after having been dropped from the Seventh-day Adventist church membership in the past (apostasy or missing), this will be considered a new baptism and not a re-baptism.

PROFESSION OF FAITH

The Certificate of Profession of Faith is signed by the pastor and the church clerk. These certificates are available from the Conference office.

When the person has been accepted into the church fellowship by vote of the church body, not just the church board, the clerk must record the following personal information:

- Name
- Complete Mailing address
- Phone Number(s)
- Email
- Full Date of Birth—**VITALLY IMPORTANT!**
- Marital status
- Date of Profession of Faith
- Name of Church Joined
- Officiating pastor

Record this information in *eAdventist.net*, in the Church Record Book or on a Church Membership Card for current card file.

If not in *eAdventist.net*, this information must be sent to the conference membership clerk right away so that it can be entered into *eAdventist.net*.

The Baptism & Profession of Faith form can be found on page 50 and online at www.scc-adventist.org.

INCOMING TRANSFER

When a person comes to you requesting to join your church, obtain the full name (maiden name if appropriate) of the person and the name of the church, city and state where their current SDA membership is located. Share this with the pastor or the church board (whichever is appropriate).

If you are online, you may initiate a transfer for this person to come into your church.

If you are offline, this information should be emailed or mailed to the conference membership clerk. **DO NOT SEND A REQUEST TO THE OTHER CHURCH.** The conference membership clerk is the conduit for offline clerks. The conference membership clerk will enter it into the *eAdventist.net* system for the transfer to be initiated. Please understand that all membership transfers go through *eAdventist.net*.

The transfer request is taken to the board, then to the congregation for first and second readings. The date of the second reading is the grant/recommended date as voted by the church members. This is the date that is entered into *eAdventist.net*.

If you are offline, then the second reading date is entered on the transfer form and is called/mailed/faxed/mailed back to the conference membership clerk. The conference membership clerk enters it into *eAdventist.net*. *eAdventist.net* will then ask for an acceptance date. This form is printed (Recommendations to Acknowledge Transfer Form) and sent to you, the clerk who is asking for the transfer.

After instructing the pastor that this person is now ready to be accepted into your church, the name goes before the body for the first and second readings. If a church bulletin is printed each week, those transferring can be listed in the church bulletin. The second reading is the official acceptance date which is the date that is entered into eAdventist. Enter this date on the “Recommendations to Acknowledge transfer form” and communicate this date with the conference membership clerk. Once this date has been entered into eAdventist, a new FUR will be emailed to the clerk. *See page 43.*

NOTE: Individual names are added or subtracted from the church membership list only after the transfer has been completed from both churches (granting and accepting church). **At no time is an individual not listed as a member somewhere!**

Now you wait for the other church to do their part.

While you are waiting, here is what is transpiring at the other church. The transfer request is taken to the granting church board, then to the congregation for a first and second reading. If a church bulletin is printed weekly, those transferring can be entered in the church bulletin for two consecutive weeks. The date of the second reading is the granted/recommended date.

Now it is your turn to do something! The individual is now ready to be accepted into your church. Their name goes before the church (two weeks in the church bulletin) in a first and second reading whereupon the date of the second reading is the official acceptance date. If you are online, you will notice that the individual's name is no longer in your “To Grant” column but has now moved automatically to your “To Accept” column. This is where you enter the acceptance date.

Incoming Transfers Chart

A Person/Family requests a transfer into the church.

Church Clerk gets their pertinent information including their birthdate and the church from which they are transferring. The Church Clerk either sends this information to the Conference Membership Clerk who enters it into e-Adventist.net or they themselves enter the information directly onto the site.

Request is sent to the transferring church by the Conference Membership Clerk or e-Adventist.net

Outgoing Church votes to grant or deny the transfer request.

Request **GRANTED** from member's Church.

Request **DENIED** from member's church.

Church Clerk or Conference Membership Clerk enters grant date in e-Adventist.net.

Clerk notifies the pastor, church board and member that the transfer is not approved. An investigation may be called to determine the reason, if not stated from the transferring church.

When clerk receives the form, they take the name(s) to the church board who recommends to the congregation the transfer be accepted.

Clerk publishes the names in the bulletin for two (2) consecutive Sabbaths. A vote is taken on the 2nd Sabbath.

The date of the vote is entered on the transfer form and sent to the Conference Membership Clerk, who enters the acceptance date in e-Adventist.net.

An acknowledgement is sent to the transferring church. The transfer is complete. The Conference Membership Clerk sends a new FUR form to the church clerk after the 1st of the next month.

eAdventist.NET
Transfers of Membership

Your Church Name

Attn:
Church Clerk
Your Church Name
Church Address
Your City, State Zip Code
USA

Return Address:
Membership Records
South Central Conference
715 Youngs Lane
Nashville TN 37207

Fax to: 615-226-4280
Phone: 615-226-6500 ext. 132
Email: ebell@scc-sda.org

REQUEST TO RECOMMEND *Transferring to...*

Any other Church Name (Any City, State) – Clerk: Clerk's Name, Phone Number

Barney Rubble

Requested 9/10/2006

Date recommended: _____

Signature (church clerk): X _____
Mail or fax to Return Address above

Outgoing Memberships



Your clerk duties for each situation are as follows (See also the SDA Church Manual):

DEATH

When a member passes away, it is always a stressful time for the family left behind. This is here you, as the clerk need to be especially sensitive with the family. God has given you the gift of graciousness, understanding and compassion. These are gifts you will need to use in this time of grief. As difficult as it may be, you need to ask for a short biography for your church bulletin.

If online, enter the date of death (confirm that the date of birth has been previously recorded) in eAdventist. If offline, send the person's name, date of death and the date of birth to the conference membership clerk.

Record the date of death in the Church Record Book or this individual's Membership Card, if you aren't on eAdventist.net.

Death is the only reason a clerk may remove an individual's name from the church records without the church board approval.

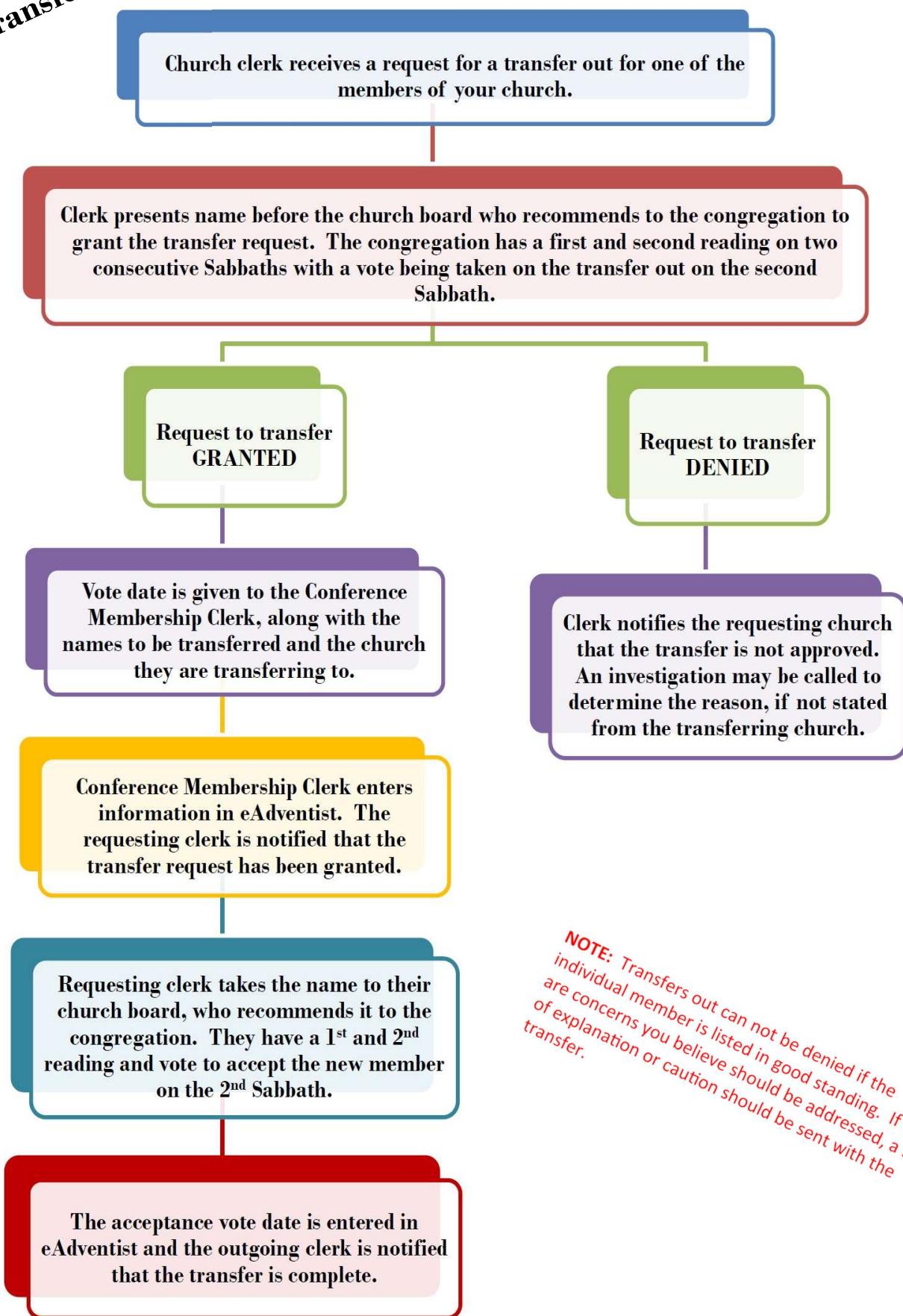
TRANSFERS OF OUTGOING MEMBERSHIP

There may arise, from time to time, an occasion when a person will decide to leave the Adventist church and will desire a transfer from our church to the new denomination. This is never done - for the following reasons:

1. Recommendations are made to the fellowship and care of the receiving church. Since our beliefs are different, we cannot recommend or believe that a church whose doctrines we do not accept can take good spiritual care of our brethren.
2. Membership transfers are granted only to those who are in good and regular standing in the church. If the member is in the process of leaving to join another denomination, it is doubtful that he/she is in good and regular standing in the Seventh-day Adventist church.
 - An online clerk will see a green light in the "To Grant" column of eAdventist.net. If offline, you will receive a notification of the transfer request by mail asking for a grant/recommended date for transfer.
 - Take the transfer to your church board (if appropriate) for approval.
 - The name is presented to the Church body for first and second readings.
 - The second reading is the official acceptance date which is the date that is entered into eAdventist.net.
 - An offline clerk needs to enter the date on the transfer form and return to the conference membership clerk so she can enter the date in eAdventist.net.

NOTE: Please do not take it upon yourself to remove the member's name until an acceptance date has been sent to you in the form of an acknowledgement. Once you have an acceptance date, you can remove the individual name from your Church Record Book. The name is automatically transferred in eAdventist.net from one church to another.

Outgoing Transfer Chart



*e*Adventist.NET
Transfers of Membership

Your Church Name

Attn:
Church Clerk
Your Church Name
Church Address
Your City, State Zip Code
USA

Return Address:
Membership Records
South Central Conference
715 Youngs Lane
Nashville TN 37207

Fax to: 615-226-4280
Phone: 615-226-6500 ext. 132
Email: ebell@scc-sda.org

RECOMMENDATIONS TO ACKNOWLEDGE *Transferring from...*

Any other Church Name (Any City, State) – Clerk: Clerk's Name, Phone Number

Barney Rubble

Recommended 9/10/2006

Date accepted: _____

Signature (church clerk): X _____
Mail or fax to Return Address above

*e*Adventist.NET

Transfers of Membership

Your Church Name

Attn:
Church Clerk
Your Church Name
Conference Church Address
Your City, State Zip Code
USA

Return Address:
Membership Records
South Central Conference
715 Youngs Lane
Nashville TN 37207

Fax to: 615-226-4280
Phone: 615-226-6500 ext. 132
Email: ebell@scc-sda.org

ACKNOWLEDGEMENTS *Completed transfers to...*

Any other Church Name (Any City, State) – Clerk: Clerk's Name, Phone Number

Barney Rubble

Accepted 9/10/2006

At times, it is necessary to go through the membership list and remove those whom you have lost track of over the years (usually at least 5+ years). This is not a joyous time, but is sometimes necessary for numerous reasons.

MISSING MEMBERS

Members Moving Away and Not Reporting

"When members move away from the vicinity, it is their duty to inform the church elder or clerk as to their new location and address. While they remain members of that church they should recognize their responsibility of reporting regularly to the church and sending in their tithe and offering. It is desirable for such a report to be sent at least once each quarter. If, however, such a member leaves no address behind and makes no effort to reach the home church or send a report and it is found impossible to locate the missing member, then, **after an absence of two or more (2+) years**, an individual may be removed from the membership of the church by a vote of the church, provided the church officers can certify that they have faithfully endeavored to locate the person without success. The clerk should record in the proper column, "Whereabouts unknown. Voted to designate as missing."

It is suggested that you as clerk work with your pastor to compile a list of those who have not been seen for some time. Compose a letter to this group letting them know that you are working on your church membership records and you have missed seeing them. Ask if they have moved and are attending another SDA church where they would like to have their membership transferred. Remember, the tone of this letter is redemptive, not accusatory.

You may also want to include a dated card with options that they would like to have done with their membership. The following are suggestions:

- I am attending _____ SDA Church and will ask the church clerk to request my membership be transferred here.
- I wish to have my membership remain at this church.
- I wish to have my name removed from the SDA church membership list.

Ask them to indicate their desire, sign the card, and return it in a certain amount of time – such as a month. Be sure to include a date that indicates if you have not received any information by said date their name will be dropped as Missing by the church in a church business meeting.

These letters need to be sent by registered mail. This will serve as official notice. Be sure and keep accurate records of the letters that are sent and the responses that you receive. This is part of your permanent membership record.

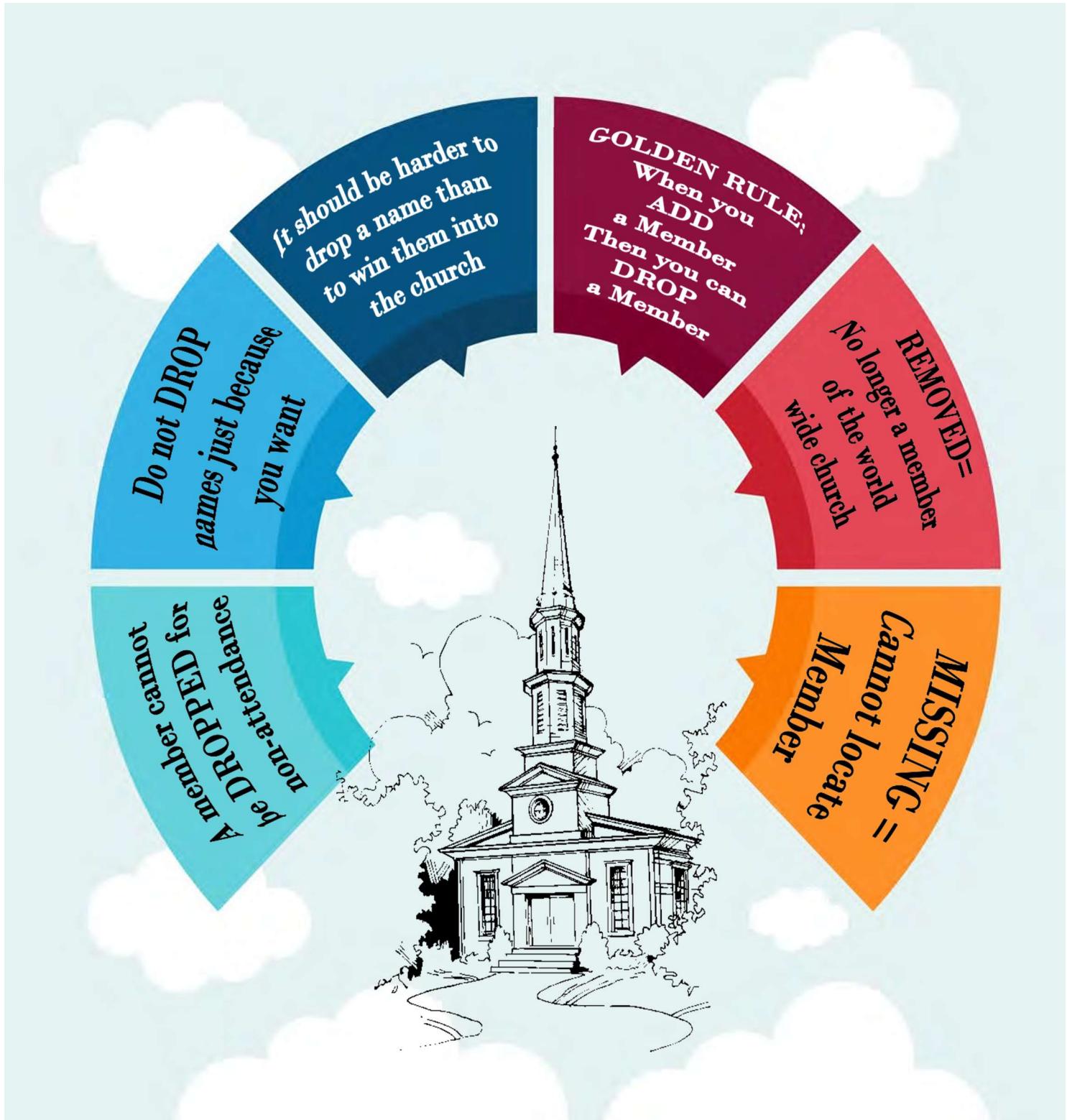
Your next step will be dependent on the response you receive. If someone wishes to have their name dropped because they do not wish to remain a member of the SDA church, they will be listed as Removed. The date of the church business meeting when these names are read and voted on is the official date they are dropped as Removed.

Letters that are returned as undeliverable with no forwarding address will be dropped as Missing. The date of the church business meeting when these names are read and voted on is the official date they are dropped as Missing.

on *eAdventist.net*, please contact the conference membership coordinator so that the information can be recorded.

A member's name can ONLY be deemed "MISSING" from church membership by a vote of the church in a duly called Business Meeting.

This information needs to be recorded in *eAdventist.net* or in your Church Record Book. If you are not



Members Not to be Removed from Church Membership for Nonattendance

"Absentees should be faithfully visited by the church leadership, and each should be encouraged to revive church attendance, explaining the seriousness of neglecting the obligation of church membership. When because of age, infirmity, or other unavoidable cause, a member finds it impossible to regularly attend divine worship, it should be considered an obligation to keep in contact with the church leaders by letter or by other means. However, as long as the person is loyal to the doctrines of the church, nonattendance at church services shall not be considered sufficient cause for removal from church membership."

Missing Member Joining a New Church

"When a person applies for membership on profession of faith and it is found that he/she is still a member of another congregation, no steps should be taken to receive that person into membership until the church holding the membership **grants a letter of transfer**. If, after the process of transfer is followed, a church refuses to grant a letter of transfer and the member feels the letter has been unjustly denied, the member may appeal to the conference committee. Following this procedure will result in a higher appreciation of the sacredness of Church membership and in wrongs being made right. **No church has the right to withhold transfer unless the person is under discipline.**"

Missing Member Found

If the member is later located, the church clerk can simply "undo missing" without requiring any board vote. The person is still a member "in good and regular standing" and can be transferred, if necessary. If it is discovered that the member needs to be removed for disciplinary reasons, the church can follow the appropriate process and vote to designate the member as "removed".

For more information, see the Church Manual, pgs. 71-72.

SUGGESTIONS FOR KEEPING MEMBERS FROM BECOMING MISSING:

The church clerk has a unique opportunity to help prevent "missing member" situations.

In a small church it is not hard to notice when someone has stopped attending. A large church may notice when newsletters are returned by the postal service or members mention to you they haven't seen certain members in a number of weeks.

If the church clerk takes note of those persons, he/she can send church bulletins with friendly notes and tell the pastoral staff that the member has been missing. An alert clerk can keep a member from becoming "missing". If only a short time has elapsed between first notice of an "undeliverable" letter and intervention by a pastor, elder or lay member, it may not be difficult to find the member and encourage a return to active fellowship.

It should also be noted that those who have been missing for longer periods of time can sometimes be found by talking with members who have known them in the past. Once found, they can be encouraged to return to church fellowship. This is your ultimate goal!

REMOVED MEMBERS

Members should only be "removed" from church membership in two situations, **church discipline** (aka "apostasy") and **personal request**. In both cases, the final decision needs to be made at a business meeting and not by the church board alone.

Personal Request

Members who request to be "removed" should be given ample time and every effort made to restore them. The member should provide a letter of resignation to the church board, which will forward them to a business meeting. Out of respect for the individuals, the business meeting should vote to accept the resignation without public discussion. The church should notify the person of the action in writing.

Where possible, this should be delivered in person by the pastor.

For more information, see the Church Manual, p. 72.

CHURCH DISCIPLINE

When grievous sins are involved, disciplinary measures must be taken. There are two ways by which this is done:

- By vote of censure
- By vote of disfellowship

A member should only be "removed" for discipline after making every possible effort to win them. The church board needs to review the case. However, the final decision needs to be made by a majority vote taken at a business meeting presided over by a pastor or, in the pastor's absence, an elder.

For more information, see the Church Manual, pp. 68-69.

WHAT IS THE PURPOSE OF CHURCH DISCIPLINE?

To seek Reconciliation. (See Matt. 18:15-17, Gal. 6:1-2, James 5:20, 1 Pet. 4:8)

"Whatever the offense, this does not change the plan that God has made for the settlement of misunderstanding and personal injuries. Speaking alone and in the spirit of Christ to the one who is in fault will often remove the difficulty. Go to the erring one, with a heart filled with Christ's love and sympathy, and seek to adjust the matter. Reason with him quietly. Let no angry words escape your lips. Speak in a way that will appeal to his better judgment (James 5:20). Take to your brother the remedy that will cure the disease of disaffection. Do your part to help him. For the sake of the peace and unity of the church, feel it a privilege as well as a duty to do this. If he will hear you, you have gained him as a friend.

All heaven is interested in the interview between the one who has been injured and the one who is in error. As the erring one accepts the reproof offered in the love of Christ, and acknowledges his wrong, asking forgiveness from God and his brother, the sunshine of heaven fills his heart. The controversy ended; friendship and confidence are restored. The oil of love removes the soreness caused by the wrong..."

--Ellen G. White (7T 261,262)

WHO IS RESPONSIBLE IN DEALING WITH SIN?

“God holds His people, as a body, responsible for the sins existing in individuals among them. If the leaders of the church neglect to diligently search out the sins which bring displeasure of God upon the body, they become responsible for these sins.” (3T 269)

WHAT IF A MEMBER RESISTS CHURCH DISCIPLINE?

- Only the unconsecrated resist church discipline (3T 270, 271)
- Rules and regulations are necessary to preserve order and unity in the Church.

CENSURE HAS A TWO-FOLD PURPOSE:

- To enable the church to express its disapproval of a grievous offense that has brought disgrace upon the cause of God.
- To impress the offending member with the need for amendment of life and reformation in conduct; also to extend to the individual a period of grace and probation.

WHO PLACES CENSURE ON AN INDIVIDUAL?

“An erring member may be placed under censure by a vote of the church at any duly called business meeting, provided the member concerned has been notified. The individual may be present if he or she so desires.”
(*SDA Church Manual, Revised 2005, 17th Edition, page 194*)

CENSURESHIP – WHAT IT MEANS

- A vote of censure is for a stated period of time, from a minimum of one month to a maximum of twelve months.
- It terminates the erring one’s election or appointment to any and all offices he or she may hold.
- Removes the privilege of election to office.
- A member under censure has no right to participate by voice or by vote in the affairs of the church.
- Can have no public part in the exercises of the church such as teaching a Sabbath School class, etc.
- Is not deprived of Sabbath School, worship, or other church gatherings.
- Membership cannot be transferred to another church during censure.

Other important facts to remember:

- Censure does not carry any provision involving severance of church membership in case of failure to comply with any conditions imposed.
- At the expiration of the period of censure, inquire to ascertain whether the member under discipline has changed course.
- If conduct is satisfactory, the member may be considered in regular standing without further action.
- Church office must be by election.
- No church shall receive into membership a person who is under censure from another church.

REMOVAL FROM MEMBERSHIP DEFINED

Removing individuals from membership in the church, the body of Christ, is the ultimate discipline that the church can administer. Only after the instruction given in this chapter has been followed, after counsel from the pastor or the conference when the pastor is unavailable, and after all possible efforts have been made to win and restore them to right paths, should an individual be removed from membership. (*SDA Church Manual, Revised 2020, 20th Edition, page 69*)

REASONS FOR REMOVING A MEMBER

- Denial of faith in the fundamental of the gospel and in the cardinal doctrines of the church or teaching doctrines contrary to the same.
- Violation of the Law of God, such as worship of idols, murder, stealing, profanity, gambling, Sabbath-breaking, and willful and habitual falsehood.
- Violation of the seventh commandment of the Law of God as it relates to the marriage institution, the Christian home, and biblical standards of moral conduct.
- Fraud or willful misrepresentation in business.
- Disorderly conduct which brings reproach upon the cause.
- Adhering to or taking part in a divisive or disloyal movement or organization, such as, "Independent Ministries."
- Persistent refusal to recognize properly constituted church authority or to submit to the order and discipline of the church.
- The use, manufacture or sale of alcoholic beverages.
- The use, manufacture or sale of tobacco in any of its forms for human consumption.
- The misuse of, or trafficking in, narcotics or other drugs.
- In cases of flagrant violation of the Law of God, which have brought public reproach upon the cause, the church may deem it necessary, even though a sincere confession has been made, to disfellowship the member to protect its fair name and its Christian standards.

CAUTION IN DISCIPLINING MEMBERS

- Ministers or churches are not to establish tests of fellowship.
- Testing is done only at a duly called business meeting of the church. THE CHURCH BOARD CANNOT DO IT.
- Disfellowship is voted by a majority vote of those present at the meeting.
- The member has a right to be heard in defense.
- Lawyers are not to represent members.
- Members are not dropped for non-attendance.
- Members must be notified that they are being considered for disfellowship and notified if it occurs.
- A disfellowshipped member can be reinstated. (This is normally preceded by rebaptism.)
- A member has the right of appeal for reinstatement.
- Members are not to be dropped for pecuniary reasons (inability or failure to render financial help.)
- You must drop a member on their personal request.

PROCEDURES FOR REMOVING MEMBERS

- Can the pastor alone remove a member? NO! So, how can there be a disfellowshipping?
- The board makes a recommendation for disfellowship:
 - ⇒ After the case is investigated (Matthew 18:16-18)
 - ⇒ When there are two or three witnesses.
- The pastor invites the church body to a business meeting.
- The delinquent member is advised as to the date of the business meeting.
- The church body votes at the business meeting. The majority of the votes determine the matter.
- The quorum consists of those present. If the meeting has been properly called, the church and the day, hour and place of meeting is given.

Church Status

MISSION GROUPS

Mission Groups do not hold church membership. The members attending a mission group have their membership located in the sponsoring church or some other SDA church. A mission group should elect a clerk whose first responsibility is to contact the conference membership coordinator. Together they can discuss the necessary records to keep at this stage of the mission group.

COMPANIES

Companies do not hold church membership. At the organization of a company, a charter list is signed by all those wishing to have their membership moved to the conference/company that is being organized.

The company clerk must work with the conference membership coordinator to see that all names are reported and the location of the individual's current church membership is identified. It is absolutely essential to have the full name of the church along with the complete mailing address of the church. The conference membership coordinator works very closely with the company clerk to see that important information is obtained so that transfers can be completed. Language can be a barrier to proper communication between the church, company, or mission group and the conference. It is preferred that the clerk speak and write in English. If there is no one that can take on this responsibility, it is recommended that the clerk have an assistant who can interpret what is needed and therefore communicate with the conference.

For more information on forming a Mission Group or Company, please contact the Conference Ministerial Director.

Pastor Kennedy Luckett

SCC Ministerial Director

715 Young Lane

Nashville, TN 37207

Phone: (615) 226-6500 ext. 129

Fax: (615) 262-9141

Email: kluckett@scc-sda.org

www.iamsouthcentral.org

Glossary

ADMINISTRATION: The phrase used for the officers of the conference including the Conference President, Conference Executive Secretary and Conference Treasurer.

CONSTITUENCY MEETING: Usually used as the term for the meeting that takes place every 5 years to elect the officers, departmental leaders, etc. for the conference. It can also be referred to (usually by conference and union administrators) as a “Conference Session,” or simply ‘the Session.’

NOTE: The church clerks play a major role in a constituency meeting/session by passing information to the conference as to who are the delegates to a constituency meeting/session.

E-ADVENTIST.NET: Our online membership record-keeping database.

EXECUTIVE COMMITTEE: A committee made up of 23 members from around the conference that acts as the decision-making body of the conference in between Constituency Meetings. It operates in much the same relationship to the conference as a local church board operates to a local church. The Conference President is the chairman of the Executive Committee, which meets quarterly.

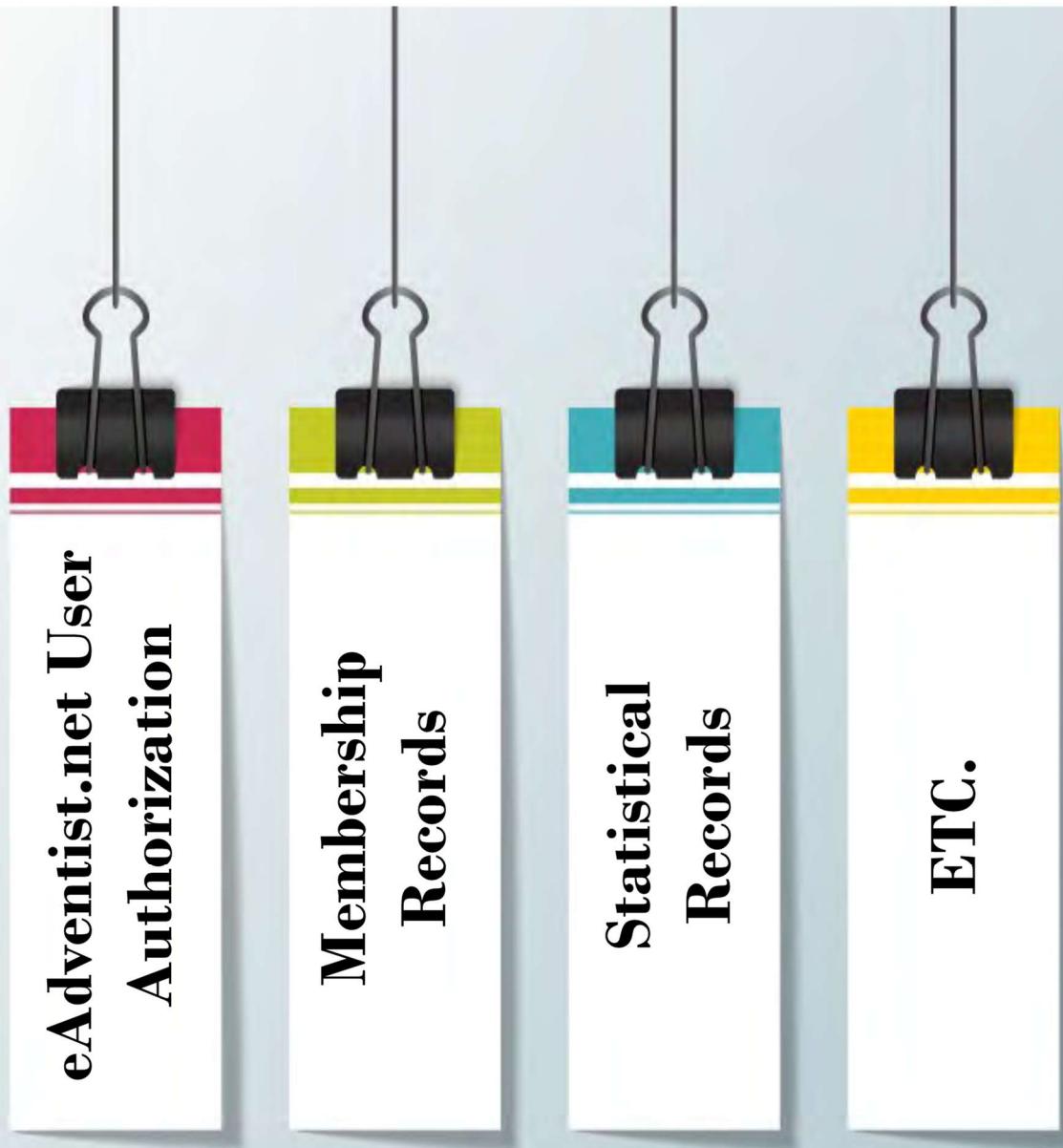
FIREPROOF/WATERPROOF SAFE: The place where church records are to be kept.

ONLINE CHURCH: Church and conference are both using *eAdventist.net* to maintain membership information, including processing of transfers.

OFFLINE CHURCH: Church is NOT using *eAdventist.net* for processing of transfers (might be maintaining names and addresses, but NOT processing transfers), but conference is.

OFFSYSTEM CHURCH: Church that is not using *eAdventist.net* in any capacity, and neither is its conference.

FUR: A Family Unit Record form: whatever form your conference requires churches to use to record family information such as multiple addresses, children, etc.



Forms

(These forms can also be found online at www.scc-adventist.org)

USER ACCOUNT AUTHORIZATION

Please create an eAdventist.NET user account for:

First and last name of user (Please print or type)

Email address (Please print or type)

with the following role:

<input type="checkbox"/> Church clerk (read-only)	<input type="checkbox"/> Pastor (read-only)
<input type="checkbox"/> Church clerk	<input type="checkbox"/> Other
<input type="checkbox"/> Church secretary	

I will not disclose my password to anyone. If I am aware that my password is being used by anyone else for any reason, I will notify the authorized person at the conference office and request an immediate password change. I also will not give out information from the membership database to unauthorized persons. I understand that if I disclose my password to anyone or give out unauthorized data, my right to use the membership database may be discontinued.

User signature

Date

I, the pastor (for church clerk/secretary), conference secretary/HR (for pastor), authorize the person named above to have the access specified to the membership data for following organization:

Church name (Please print or type)

Authorizing signature

Date

***Please mail or fax this form to
your conference user administrator or conference clerk.***

Primary Contact Name (Last Name First)
Church

South Central Conference

Family Unit Record

New FUR Update FUR

Clerk Name
Date

Address				City, State, Zip		Carrier Route		Confidential Addr?		Promo Mail?	
Address/PO Box (If Different Than Above)				City, State, Zip		Home Phone		Unlisted?		Tidings?	
Gender	Birth Date	Member?	Church	Baptism Date	Transfer Date	Work Phone	Cell Phone	Review?			
<input type="checkbox"/> Baptism	<input type="checkbox"/> Deceased	<input type="checkbox"/> Member	<input type="checkbox"/> Church	<input type="checkbox"/> Removed							
Marital Status				Occupation		Grade		School			
Married On				Language		Occupation		School/Type			
Baptism				Prof. of Faith		*For Transfer Information Only		Date		Signed	
Deceased				Prof. of Faith		*Letter Received *Church		Date		Signed	
Action Date: _____				Prof. of Faith		*Letter Granted *Church		Date		Signed	

Name				Gender		Birthdate		Member?		Church		Baptism Date		Transfer Date	
Family Position				Marital Status		Language		Occupation		Grade		School		School Type	
<input type="checkbox"/> Baptism	<input type="checkbox"/> Deceased	<input type="checkbox"/> Member	<input type="checkbox"/> Church	<input type="checkbox"/> Removed											
Marital Status				Occupation		Occupation		Grade		School					
Rebaptism				Prof. of Faith		*For Transfer Information Only		Date		Signed		School Type			
Missing				Prof. of Faith		*Letter Received *Church		Date		Signed		School Type			
Action Date: _____				Prof. of Faith		*Letter Granted *Church		Date		Signed		School Type			
Name				Gender		Birthdate		Member?		Church		Baptism Date		Transfer Date	
Family Position				Marital Status		Language		Occupation		Grade		School		School Type	
<input type="checkbox"/> Baptism	<input type="checkbox"/> Deceased	<input type="checkbox"/> Member	<input type="checkbox"/> Church	<input type="checkbox"/> Removed											
Marital Status				Occupation		Occupation		Grade		School					
Rebaptism				Prof. of Faith		*For Transfer Information Only		Date		Signed		School Type			
Missing				Prof. of Faith		*Letter Received *Church		Date		Signed		School Type			
Action Date: _____				Prof. of Faith		*Letter Granted *Church		Date		Signed		School Type			
Name				Gender		Birthdate		Member?		Church		Baptism Date		Transfer Date	
Family Position				Marital Status		Language		Occupation		Grade		School		School Type	
<input type="checkbox"/> Baptism	<input type="checkbox"/> Deceased	<input type="checkbox"/> Member	<input type="checkbox"/> Church	<input type="checkbox"/> Removed											
Marital Status				Occupation		Occupation		Grade		School					
Rebaptism				Prof. of Faith		*For Transfer Information Only		Date		Signed		School Type			
Missing				Prof. of Faith		*Letter Received *Church		Date		Signed		School Type			
Action Date: _____				Prof. of Faith		*Letter Granted *Church		Date		Signed		School Type			

Please write names in alphabetical order with the last name first. For example, Mary L. Doves should be written: Dove, Mary L. Do not address members as Brother or Sister. PLEASE PRINT LEGIBLY.

Local Church

OFFICER UPDATE

Name of Church _____

Address _____ City, State, Zip _____

Clerk _____ Date _____ Quarter _____

1. This report should be filled out yearly by the Church Clerk or Statistical Secretary.
2. This form should be filled out even if you are an online clerk.
3. This report is to be completed and sent to South Central Conference.
4. Reports may be submitted by: Email to: ebell@scc-sda.org; Fax: 615-226-4280 or Mail to: South Central Conference, Attn: Membership Clerk, 715 Youngs Lane, Nashville, TN 37207

NAMES AND ADDRESSES OF CHURCH OFFICERS:

OFFICE:	NAME: (First & Last)	ADDRESS: (include City & State)	TELEPHONE #:	EMAIL:
Pastor				
Associate Pastor				
Associate Pastor				
Associate Pastor				
First Elder				
Elder				
Elder				
Elder				
Head Deacon				
Deacon				
Deacon				
Deacon				
Head Deaconess				
Deaconess				
Deaconess				
Deaconess				

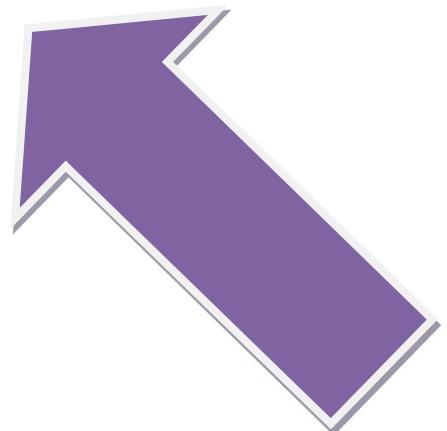
Deaconess				
Clerk				
Assistant Clerk				
Assistant Clerk				
Treasurer				
Assistant Treasurer				
Assistant Treasurer				
ACS Director				
Adventist Youth Leader				
Adventurer Dir.				
Children's Ministry Dir				
Communication Dir				
Disabilities Ministry				
Family Life Dir				
Greeter				
Health Ministries Ldr				
Hospitality Min				
Media Ministry Ldr				
Men's Ministry Ldr				
Music Ministry				
Pathfinder Director				
Pathfinder Asst				
Personal Ministries Ldr				
Personal Ministries Sec				
Religious Liberty (PARL)				
Sabbath School Supt				
Sabbath School Sec				
Sabbath School Supt Lower Division				
Singles Ministry Ldr				
Stewardship Leader				
Usher Leader				
Vacation Bible School				
Women's Ministry Ldr				

Local Church Officers

Pastor, Pastor – Associate
Pastor – Assistant
Pastor – Youth
Hospital Chaplain
Elder – 1st
Elder – 2nd
Elder
Clerk
Clerk – Assistant
Treasurer
Treasurer – Assistant
Church Secretary
Bulletin Secretary
Deacon – Head
Deacon
Deacon – Junior
Deaconess – Head
Deaconess
Deaconess – Junior
Adventist Youth Leader
Adventist Youth Secretary
Adventurer Assistant
Adventurer Coordinator
Adventurer Director
Attendance Secretary
Audio Assistant
Audio Coordinator
Background Screening
Coordinator
Bible Instructor
Bible School Coordinator
Bible Worker
Church Historian
Communications Director
Communications Secretary
Comm. Assistant Director
Community Service Director
Community Service Assistant
Director
Community Service Secretary
Community Service Treasurer
Custodial

Deaf Ministries Director
Disability Ministries Leader
Disaster Response Coordinator
Eager Beaver Director
Eager Beaver Assistant
Evangelism Leader
Family Ministry Coordinator
Greeter Coordinator
Greeter
Grief Coordinator
Health/Temperance Director
Health/Temperance Assistant
Director
Health/Temperance Secretary
Home & School Leader
Hospitality Coordinator
Men's Ministries Leader
Religious Liberty Leader (PARL)
Religious Liberty Assistant
(PARL)
Pathfinder Director
Pathfinder Assistant
Pathfinder Secretary
Personal Ministries Director
Personal Ministries Secretary
Prayer Ministries Coordinator
Prayer Ministries Assistant
Coordinator
Prison Ministries Director
Prison Ministries Assistant
Director
SS- Adult
SS – Adult Assistant
SS – Beginner
SS – Beginner Assistant
SS – Children
SS – Children Assistant
SS – Collegiate
SS – Collegiate Assistant
SS – Earliteen
SS – Earliteen Assistant

SS – Family
SS – Family Assistant
SS – Junior
SS – Junior Assistant
SS – Kindergarten
SS – Kindergarten Assistant
SS – Primary
SS – Primary Assistant
SS – Young Adult
SS – Young Adult Assistant
SS – Youth
SS – Youth Assistant
SS Secretary
SS Assistant Secretary
SS Superintendent
SS Assistant Superintendent
Transportation Coordinator
Usher – Head
Usher
VBS Leader
VBS Assistant Leader
Webmaster
Women's Ministries Leader
Women's Ministries Assistant
Leader
Young Adult Ministries
Leader
Youth Leader
Youth Assistant Leader



SOUTH CENTRAL CONFERENCE
BAPTISM & PROFESSION OF FAITH
REPORTING FORM

SOUTH CENTRAL CONFERENCE

Name of Church: _____ Church City/State: _____
Name of Clerk: _____ Officiating Minister: _____
Clerk's Email Address: _____ Date of Report: _____

Please report baptisms, rehaptisms and professions of faith by using this form. This form can be filled out on your computer, saved to a file and attached to an e-mail, send to ebell@scs-sda.org, it can be faxed to (615) 226-4280 or can be sent by regular mail to South Central Conference Membership Clerk, 715 Youngs Lane, Nashville, TN 37207.

* Marital Status: S-Single, M-Married, W-Widowed, D-Divorced, X-Separated

REPORTING FORM

MEMBERS DROPPED

SOUTH CENTRAL CONFERENCE

SOUTH CENTRAL CONFERENCE

Name of Church: _____ Church City/State: _____

Name of Clerk: _____
Officializing Minister: _____

Date of Report: _____
Clerk's E-mail Address: _____

Please report dropped members by using this form. This form can be filled out on your computer, saved to a file and attached to an e-mail, send to ebell@siccsa.org, it can be faxed to (615) 226-4280 or can be sent by regular mail to South Central Conference, *Attn: Membership Clerk*, 715 Youngs Lane, Nashville, TN 37207.

* Marital Status: S-Single, M-Married, W-Widowed, D-Divorced, X-Separated

Sabbath School Attendance

Count Sheet

Directions for Using this Sheet:

1. This form should be filled out on the second and seventh Sabbaths of each quarter.
2. This count for Sabbath School attendance should take place directly before dismissal and should be conducted in the same manner and at the same time to assure accuracy and uniformity.
3. This attendance count should include the total number in attendance including: all children (regardless of age), all adults, both SDA visitors, and non-SDA visitors. Everyone who is in attendance is to be recorded. **This is to be an actual count, not an estimate.**
4. After attendance is taken in each of the classes, counts should be added together and the total recorded in the box provided below.

Attendance For:	2 nd Sabbath	7 th Sabbath
Cradle Roll		
Kindergarten		
Primary		
Junior		
Earliteen		
Teen		
Young Adult		
Adult		

Second Sabbath Attendance

Signature of person doing count:

--- TOTALS ---

Seventh Sabbath Attendance

Signature of person doing count:

Date of Count: _____

Date of Count: _____

Church Attendance

Count Sheet

Directions for Using this Sheet:

1. This form should be filled out on the second and seventh Sabbaths of each quarter. Establish a person(s) to be responsible for this count.
2. This count for church attendance should take place at the beginning of the sermon, and should be conducted in the same manner and at the same time each Sabbath the count is taken to assure accuracy and uniformity. Where two or more services are held on a Sabbath, the figure recorded is the attendance of both/all.
3. This attendance count should include the total number in attendance including: all children (regardless of age), all adults, both SDA visitors, and non-SDA visitors. Everyone who is in attendance is to be recorded. **This is to be an actual count, not an estimate.**
4. After the attendance counts are totaled and recorded in the space below, this form should be given to your local church clerk/secretary.
5. This information should be included in the quarterly reports.

Second Sabbath Attendance

Signature of person doing count:

Non -SDA Visitors

Total Attendance

--- COUNTS ---

Seventh Sabbath Attendance

Signature of person doing count:

Non -SDA Visitors

Total Attendance

Date of Count: _____

Date of Count: _____

Local Church

STATISTICAL REPORT

Check the appropriate quarter.

1st Qtr (Jan-Mar) 2nd Qtr (Apr-Jun)
 3rd Qtr (Jul-Sept) 4th Qtr (Oct-Dec)

DIRECTIONS FOR USING THIS REPORT:

1. This report is due from the clerk on the 5th day of the month following the end of a quarter.
2. The Sabbath School and Church Attendance count should be done on the 2nd and 7th Sabbaths of each quarter.
3. The count for Sabbath School attendance should take place directly before class dismissal and should be conducted in the same manner and at the same time to assure accuracy and uniformity.
4. The count for church attendance should take place directly at the beginning of the sermon and should be conducted in the same manner and at the same time to assure accuracy and uniformity.
5. The SDA School attendance should only be completed on the fourth quarter report.
6. Please submit this report via one of the methods below:
 - Mail to: 715 Youngs Lane; Nashville, TN 37207
 - Fax to: (615) 226-4280
 - Email to: Candice.brown@scc-adventist.org
 - Complete online at: www.scc-adventist.org

Church Clerk: _____

Church: _____

City/State: _____ Date: _____

CHURCH ATTENDANCE

	2 ND SABBATH	7 TH SABBATH
Non-SDA Visitors		
Total Attendance		
<i>*This section below is to be completed for the fourth quarter only*</i>		
SDA SCHOOL ATTENDANCE:		
Number of school-age children & teens in church families		
Number of above in SDA Schools		
Number of young adults attending SDA colleges and universities		
Number of young adults attending non-SDA colleges and universities		

Membership Added

	Children (0- 8 th grd)	Teens	Young Ad. (18-29 yrs)	Adults	Total
Baptism					
Prof. of Faith					
Letter					
Adjustment	-----Do not write in this space-----				
Total					(A)

Membership Dropped

	Children (0-8 th grd)	Teens	Young Ad. (18-29 yrs)	Adults	Total
Letter					
Death					
Dropped					
Missing					
Adjustment	-----Do not write in this space-----				
Total					(B)

Church Membership Summary

Membership, End of Previous Quarter	
Add the Total Number Added	(A) +
Subtotal	=
Subtract the Total Number Dropped	(B) -
Membership, End of This Quarter	=
Inactive Members Reclaimed	

SABBATH SCHOOL ATTENDANCE		
	2 ND SABBATH	7 TH SABBATH
Beginners		
Kindergarten		
Primary		
Junior		
Earliteen		
Teen (grades 9-12)		
Young Adults (18-29)		
Adults		
TOTAL:		

OBITUARY FORM

South Central Conference Communication Department

Name _____ Position _____

Church / School _____ Daytime Phone () _____

Address _____ City _____ State _____ Zip Code _____

Directions: Please fill in the information below and attach a funeral program if one is available.

Full Name of Deceased:

Date of Birth:

Birthplace:

Date of Death:

City of Death:

Member of wh

City of Church:

Officiating Past

Denominational S

Survivors:

Photo included [] yes [] no (We cannot promise the return of photos that are sent to the Southern Tidings.)

Send this form to: Department of Communication, South Central Conference, 715 Youngs Lane, Nashville, TN 37207



Baptism Registration Form

CHURCH: _____ CITY/STATE: _____

CANDIDATE INFORMATION

Candidate's Full Name:	Last	First	Middle
Address:			
Home Phone: ()	Cell Phone: ()
Email:			

PERSONAL INFORMATION

Date of Birth: _____ Occupation: _____

Marital Status: Married Widowed Divorced Separated Single

FAMILY

RELATIONSHIP	LAST NAME, FIRST NAME	DATE OF BIRTH	BAPTIZED
SPOUSE			
CHILD			
CHILD			
CHILD			
OTHER			
OTHER			

MEMBERSHIP INFORMATION

Have you held membership in another Seventh-day Adventist church: YES _____ or NO: _____

PLEASE PROVIDE THE NAME OF CHURCH AND ADDRESS:

Church Name: _____

Address: _____

Email: _____

Baptismal Vows

- I believe in God the Father, in His Son Jesus Christ, and in the Holy Spirit.
- I accept the death of Jesus Christ on Calvary as the atoning sacrifice for my sins, and believe that through faith in His shed blood I am saved from sin and its penalty.
- I renounce the world and its sinful ways, and have accepted Jesus Christ as my personal Savior, and believe that God, for Christ's sake, has forgiven my sins and given me a new heart.
- I accept by faith the righteousness of Christ, recognizing Him as my Intercessor in the heavenly sanctuary, and claim His promise to strengthen me by His indwelling Spirit, so that I may receive power to do His will.
- I believe that the Bible is God's inspired Word, and that it constitutes the only rule of faith and practice for the Christian.
- I accept the Ten Commandments as still binding upon Christians; and it is my purpose by the power of the indwelling Christ, to keep this law, including the fourth commandment, which requires the observance of the seventh day of the week as the Sabbath of the Lord.
- I look forward to the soon coming of Jesus as the blessed hope in my heart, and I am determined to be ready to meet the Lord, and to do all in my power to witness to His loving salvation, and by life and word to help others to be ready for His glorious appearing.
- I accept the Biblical teaching of spiritual gifts, and believe **that the gift of prophecy is one of the identifying marks of the remnant church.**
- I believe in church organization, and it is my purpose to support the church by my tithes and offerings, and by my personal effort and influence.
- I believe that my body is the temple of the Holy Spirit, and I will honor God by caring for it, avoiding the use of that which is harmful, abstaining from all unclean foods, from the use, manufacture, or sale of alcoholic beverages, the use, manufacture, or sale of tobacco in any of its forms for human consumption, and from the misuse of or trafficking in, narcotics or other drugs.
- **I know and understand the fundamental Bible principles as taught by the Seventh-day Adventist Church. It is my purpose, by the grace of God, to order my life in harmony with these principles.**
- I accept the New Testament teaching of baptism by immersion, and desire to be so baptized as a public expression of faith in Christ and His forgiveness of my sins.
- I accept that the Seventh-day Church is the **remnant church of Bible prophecy**, and that people of every nation, race, and language are invited and accepted into its fellowship. I desire to be a member in this local congregation of the world church.

