



ALLEGHENY EAST CONFERENCE CORPORATION
of Seventh-day Adventists®

Clerks' Training

Sterling
Volunteers

*e***Adventist.NET**
technology for churches



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eAdventist

technology for churches



To your Role of the Church Clerk/Statistical Secretary

Welcome to the world of the “Gifts of Helps, Energy and Orderliness” (1 Cor. 12:28) where church clerks work with statistics, lists, changes, numbers, people, history, and church procedures.

The role of the church clerk/statistical secretary is to minister to the congregation by documenting and maintaining the church records. The church clerk/statistical secretary works in close relationship with the pastor, other church officers, and members, keeps accurate minutes of church business and board meetings, and submits reports to the conference on a quarterly basis.

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

Not all congregations have the same needs. However, all clerks must use eAdventist to access and input all membership information and get reports.

The church clerk is responsible for acquainting him/herself with the latest edition of the *Seventh-day Adventist Church Manual* which contains important information and procedures for the work of the clerk. You can access the 2015 *Seventh-day Adventist Church Manual* online.

To assist in the organization of church records, certain forms are essential. You may order your baptismal forms from me, please inform me at least 2 weeks before needing them.

Until you are trained on eAdventist, send all request for transfers to me. Since we are using eAdventist, we do not send for transfers via paper. Everything is done through eAdventist. If you have any questions or need more clarification, my contact information is at the bottom of this letter.

Enclosed in this letter are forms that are needed until you are trained on eAdventist.

Statistical Form (orange): This form is to be submitted at the end of each quarter with all the sections filled out. A count of all members and visitors for the 2nd & 7th Sabbath to be done during the Sabbath School time (right before the start of the lesson study). Also, a count of all members and visitors to be done during the Divine worship service right (just before the preacher gets up to speak).

Officer Listing (Blue): Every year by the end of January, a report of all officers should be submitted to our office. When you are online using eAdventist you will input the data in the system and just send me a copy of the report.

Membership Update (Red): This form will be used only until you are active on eAdventist. The information that you will be reporting on this form will be all baptisms, transfers in and out, death or profession faith. (profession of faith should only be used when all attempts to get someone's transfer has failed and has been a while at least 6 months. When accepting someone of POF you must contact the other church to inform them of your action so they can drop that individual from their records.

The eAdventist manual is available on the home page of the demo site. You may download the manual so you can practice and familiarize yourself with the system. Please feel free to call or email me if you should need help along the way. Please make sure you fill out the **USER ACCOUNT AUTHORIZATION** form, have your pastor sign it and return it to me if you have not done so already. Once you have completed the exercises in the manual, contact me so I can find someone for you to practice doing transfers. You can choose another clerk that is not a member of your church as a partner. Live access will be given once you have completed the transfer exercises with another clerk.

When you have completed this process and you feel comfortable in maneuvering through the system you can call me for live access, and I will check to make sure you completed at least two transfers.

I know it seems like a lot, but I'm here to help you along the way. Again, welcome to the office of church clerk.

Ephesians 6:10 – Clerks, be strong in the Lord, and in the power of His might....

My contact information
Jacqueline A. O'Bryant
Administrative Assistant/Conference Clerk
Office of the Vice President for Administration
P.O. Box 266, Pine Forge, PA 19548
767 Douglas Drive, Boyertown, PA 19512
Phone: 610-326-4610 x 310 or 800-830-0224 x 310
Fax: 610-326-3946
Email: jobryant@aeccsda.com
Website: www.visitaec.org

INSTRUCTIONS FOR THE STATISTICAL REPORTS

This is the process until the clerk becomes live on eAdventist.

Important. Accuracy is essential. Other reports and comparisons, as well as analyses and research, will be based on these figures. Neatness and clarity are of vital significance. Submit an original typed copy or a computer-generated reproduction of the Statistical Form. **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 this and the quarterly reports is 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 (2nd & 7th Sabbath of each quarter).

Church Attendance:

To assure accuracy the church attendance should be counted twice per quarter; the count must be conducted on the **second** and **seventh** Sabbaths of each quarter. If a church counts attendance at divine service regularly, it is numbers of those present on the second and seventh Sabbaths that should be reported for 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 assure accuracy the Sabbath School attendance should be counted twice per quarter and must be counted on the **second** and **seventh** Sabbaths of each quarter. If you count regularly, it is the numbers of those present on the second and seventh Sabbaths that should be reported for quarterly reports.

The count for Sabbath School attendance should take place directly before the lesson studies; 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 or given to the local clerk or statistical secretary. The Statistical Reports for each quarter are to be submitted by the deadlines on the Clerks Calendar.

(See Clerk's Calendar – for deadlines)

STATISTICAL REPORT

Quarter _____ Year _____ Today's Date _____

Church _____ Pastor's Name _____

Address _____ City _____ State _____ Zip Code _____

Church Clerk's Name _____ Email Address _____

Directions for Using this Form

1. This report is to be filled out quarterly by **ALL CHURCH CLERKS**/statistical secretary in it's entirety even if you're an online clerk.
2. This report is to be completed and mailed, faxed or email by the 5th day following the close of the quarter.
3. Take an ACTUAL COUNT (not an estimate (attendance) of your Sabbath school classes and your entire church body during the 11 o'clock service on the **2nd & 7th Sabbath** of each quarter.

Sabbath School Attendance

	2nd Sabbath	7th Sabbath
Cradle Roll		
Kindergarten		
Primary		
Junior		
Earliteen		
Teens (Grades 9-12)		
Young Adults (18 -29 yrs)		
Adults		
Total Sabbath School Attendance		

Church Attendance (11 O'Clock Service)

	2nd Sabbath	7th Sabbath
Church Members		
Non-SDA Visitors		
Total Sabbath School Attendance		

Seventh day Adventist School Attendance

4th Quarter ONLY	
Number of school-aged children and teens (grades 1-12) in church families	
Number of above attending Seventh-day Adventist schools	
Number of young adults attending Seventh-day Adventist college/university	
Number of above attending Seventh-day Adventist schools	

Membership Added

	Children (through grade 8)	Teens (Grades 9-12)	Young Adults (18-29 years)	Adults	Total
Baptism					
Profession of Faith					
Letter					
TOTAL ADDED					

Membership Subtracted

	Children (through grade 8)	Teens (Grades 9-12)	Young Adults (18-29 years)	Adults	Total
Baptism					
Profession of Faith					
Letter					
TOTAL SUBTRACTED					

Church Membership Summary

Beginning Membership, End of Previous Quarter	
Add the [TOTAL ADDED]	
Subtotal	
Subtract the [TOTAL SUBTRACT]	
Total Membership, End of This Quarter	
Inactive Members Reclaimed	

Please return this form to
 Jacqueline O'Bryant
 P.O. Box 266, Pine Forge, PA 19548
 or
 767 Douglass Drive, Boyertown, PA 19512
 Email: jobryant@aecsd.com
 Telephone: 610-326-4610 x310



ALLEGHENY EAST CONFERENCE CORPORATION
of Seventh-day Adventists®

OFFICER UPDATE

Term: 1 year 2 years Effective: January 1, 20 to December 31, 20

Church
 Address City State Zip Code
 Church Clerk's Name Email Address

DIRECTIONS FOR USING THIS FORM

1. This should be filled out yearly by the church clerk or Statistical secretary.
2. This form should be filled out by all clerks. If you are an online clerk you can send in the online Officer Listing instead.
3. Mail, fax or email completed form to Allegheny East Conference, P.O. Box 266, Pine Forge, PA 19548.
4. Use extra copies if necessary.

#	OFFICE	NAME & COMPLETE ADDRESS	TELEPHONE# & EMAIL ADDRESS
1	PASTOR	Name: Address:	Telephone: Email:
2	ASSOCIATE OR ASSISTANT PASTOR	Name: Address:	Telephone: Email:
3	FIRST ELDER	Name: Address:	Telephone: Email:
4	ELDER	Name: Address:	Telephone: Email:
5	ELDER	Name: Address:	Telephone: Email:
6	ELDER	Name: Address:	Telephone: Email:
7	ELDER	Name: Address:	Telephone: Email:
8	ELDER	Name: Address:	Telephone: Email:
9	ELDER	Name: Address:	Telephone: Email:
10	ELDER	Name: Address:	Telephone: Email:
11	HEAD DEACON	Name: Address:	Telephone: Email:
12	DEACON	Name: Address:	Telephone: Email:
13	DEACON	Name: Address:	Telephone: Email:
14	DEACON	Name: Address:	Telephone: Email:
15	DEACON	Name: Address:	Telephone: Email:
16	DEACON	Name: Address:	Telephone: Email:

#	OFFICE	NAME & COMPLETE ADDRESS	TELEPHONE# & EMAIL ADDRESS
17	HEAD DEACONESS	Name: Address:	Telephone: Email:
18	DEACON	Name: Address:	Telephone: Email:
19	DEACON	Name: Address:	Telephone: Email:
20	DEACON	Name: Address:	Telephone: Email:
21	DEACON	Name: Address:	Telephone: Email:
22	TREASURER	Name: Address:	Telephone: Email:
23	TREASURER (ASSISTANT)	Name: Address:	Telephone: Email:
24	TREASURER (ASSISTANT)	Name: Address:	Telephone: Email:
25	TREASURER (ASSISTANT)	Name: Address:	Telephone: Email:
26	CLERK	Name: Address:	Telephone: Email:
27	CLERK (ASSISTANT)	Name: Address:	Telephone: Email:
28	CLERK (ASSISTANT)	Name: Address:	Telephone: Email:
29	CLERK (ASSISTANT)	Name: Address:	Telephone: Email:
30	STATISTICAL SECRETARY (eAdventist)	Name: Address:	Telephone: Email:
31	CHURCH SECRETARY	Name: Address:	Telephone: Email:
32	BULLETIN SECRETARY	Name: Address:	Telephone: Email:
33	50 PLUS DIRECTOR (Senior Ministries)	Name: Address:	Telephone: Email:
34	ACS DIRECTOR (Adventist Community Service)	Name: Address:	Telephone: Email:
35	ACS ASSISTANT (Adventist Community Service)	Name: Address:	Telephone: Email:
36	ADVENTURER DIRECTOR	Name: Address:	Telephone: Email:
37	ADVENTURER ASSISTANT	Name: Address:	Telephone: Email:
38	COMMUNICATIONS DIRECTOR	Name: Address:	Telephone: Email:
39	COMMUNICATIONS ASSISTANT	Name: Address:	Telephone: Email:
40	DISABILITIES MINISTRY	Name: Address:	Telephone: Email:

#	OFFICE	NAME & COMPLETE ADDRESS	TELEPHONE# & EMAIL ADDRESS
41	EDUCATION SECRETARY	Name: Address:	Telephone: Email:
42	HOME & SCHOOL LEADER	Name: Address:	Telephone: Email:
43	FAMILY LIFE COORDINATOR	Name: Address:	Telephone: Email:
44	FAMILY LIFE ASSISTANT	Name: Address:	Telephone: Email:
45	GREETER	Name: Address:	Telephone: Email:
46	HEALTH & TEMPERANCE LEADER (Health Ministries)	Name: Address:	Telephone: Email:
47	HEALTH & TEMPERANCE ASST. (Health Ministries)	Name: Address:	Telephone: Email:
48	HOSPITALITY MINISTRY	Name: Address:	Telephone: Email:
49	INNER CITY	Name: Address:	Telephone: Email:
50	MEDIA MINISTRY	Name: Address:	Telephone: Email:
51	MEN'S MINISTRY LEADER	Name: Address:	Telephone: Email:
52	MEN'S MINISTRY ASST. LEADER	Name: Address:	Telephone: Email:
53	MUSIC MINISTRY	Name: Address:	Telephone: Email:
54	PATHFINDER DIRECTOR	Name: Address:	Telephone: Email:
55	PATHFINDER ASSISTANT	Name: Address:	Telephone: Email:
56	PERSONAL MINISTRIES LEADER	Name: Address:	Telephone: Email:
57	PRISON MINISTRIES SECRETARY	Name: Address:	Telephone: Email:
58	RELIGIOUS LIBERTY LEADER (PARL)	Name: Address:	Telephone: Email:
59	SABBATH SCHOOL SUPERINTENDENT	Name: Address:	Telephone: Email:
60	SABBATH SCHOOL ASST. SUPERINTENDENT	Name: Address:	Telephone: Email:
61	SABBATH SCHOOL SECRETARY	Name: Address:	Telephone: Email:
62	SABBATH SCHOOL YOUTH LEADER	Name: Address:	Telephone: Email:
63	SINGLES MINISTRY LEADER	Name: Address:	Telephone: Email:
64	STEWARDSHIP LEADER	Name: Address:	Telephone: Email:

#	OFFICE	NAME & COMPLETE ADDRESS	TELEPHONE# & EMAIL ADDRESS
65	USHER LEADER	Name: Address:	Telephone: Email:
66	USHER ASSISTANT	Name: Address:	Telephone: Email:
67	VACATION BIBLE SCHOOL	Name: Address:	Telephone: Email:
68	WOMEN'S MINISTRIES COORDINATOR	Name: Address:	Telephone: Email:
69	YOUTH LEADER	Name: Address:	Telephone: Email:
70	YOUTH ASST. LEADER	Name: Address:	Telephone: Email:
71		Name: Address:	Telephone: Email:
72		Name: Address:	Telephone: Email:
73		Name: Address:	Telephone: Email:
74		Name: Address:	Telephone: Email:
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86		Name: Address:	Telephone: Email:
87		Name: Address:	Telephone: Email:
88		Name: Address:	Telephone: Email:

Start or revitalize a ministry in your church

QUICK START GUIDE



CHURCH CLERK



Quick Start Guide for the Church Clerk

Available from:
AdventSource
5120 Prescott Avenue
Lincoln, NE 68506
402.486.8800
AdventSource.org

Editor: Deena Bartel-Wagner
Designer: Liv Jacobson

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Printed in the United States of America

ISBN # 978-1-62909-386-4

Introduction

As members of the body of Christ, we are called to use the talents God has given us. Your church nominating committee has spent hours prayerfully considering positions and the people God can best work through to meet the needs of those jobs.

You have been asked to fill the role of the church clerk. Thank you for accepting this ministry position. Even though much of your work takes place behind the scenes, you will be an important part of your church's administrative team. This Quick Start Guide will provide you with a basic outline of your duties as church clerk. If you have other questions, feel free to seek guidance from your pastor or your local conference clerk. Faithful fulfillment of your duties will help your church function at its most efficient.

The first thing you should do is familiarize yourself with the current edition of the *Seventh-day Adventist Church Manual*. If you do not have a copy, you can obtain it through your local Adventist Book Center or AdventSource.

Take time to learn how the local church operates. As church clerk, you should pay particular attention to the chapter on church membership and the sections on the church board and business meetings.

Duties of the Church Clerk

The basic duties of the church clerk are similar in all Seventh-day Adventist churches, although there may be minor differences between congregations. Your duties will typically include the following:

- Acting as secretary at all church board and business meetings
- Recording church membership activity
- Keeping church records
- Compiling a list of committees
- Producing the church directory
- Overseeing the church bulletin
- Communicating with members

Secretary of Board and Business Meetings

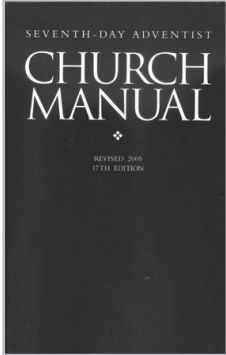
As the church clerk, one of your primary responsibilities will be to serve as the recording secretary for all church board and church business meetings. You will record, distribute, and keep copies of the official minutes of these meetings. In addition, you will need to attach complete copies of any financial statements, documents, and reports that are a part of the meeting. For instance, if your church is considering a major roofing project, a committee would be asked to gather several estimates of the cost for the project, and you would need to include copies of these quotes with the minutes of the meeting. At each board or business



meeting, the church treasurer will provide a financial statement. You should also include these with the minutes.

RESOURCE

Church Manual



The Church Manual describes the operations and functions of local churches and expresses the Adventist church's understanding of Christian life and church governance and discipline. The content of each chapter is of worldwide value and is applicable to every church organization, congregation, and member.

Product #520382
Available at AdventSource.org or 402.486.8800.

It is important that all minutes are complete and accurate. A typical church clerk's report for a board meeting should include the following items:

- List of board members present.
- List of board members absent.
- Who provided the devotional thought and a summary of the message.
- Motion to accept the minutes from the previous meeting. It is optional to include who makes the motion, who moves it, and who seconds the motion.
- Any motions that are passed or rejected.
- Treasurer's report. You may include any discussion or questions raised in your notes. Be sure to keep a copy to attach to the minutes. There must be a motion to either accept or reject the report. It must be moved and seconded. The motion must be voted on and the final decision of whether it passes or not should be recorded.
- Old business. This often comes from the minutes of the previous church board meetings or from other earlier meetings. If there is old business, you will want to list it in an orderly manner for ease of presentation.
- New business. This should not be discussed until all old business is taken care of or tabled for further action. New business can be discussed and either voted on at that time or if more research and information are necessary, it can be tabled until a later date. It is a good idea for the church clerk to receive any new business items several days in advance of the meeting so they can be placed on the agenda in a timely manner.
- As each item is brought to the group, it must either be voted on or tabled until a later date. You will need to record for each item whether a motion is made, and the final decision on the item.

2

QUICK START GUIDE FOR THE CHURCH CLERK

Responsibilities After the Meeting

Following a board meeting, you will need to organize your notes into officially typed minutes. You will sign the notes as the official recording secretary. Copies of the minutes should be sent to all members of the church board by email or through the postal service.

Preparing for a Board or Church Business Meeting

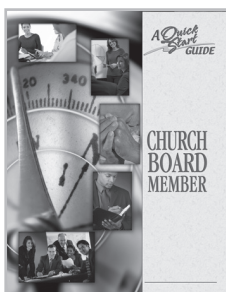
To prepare for a board or church business meeting, it is your responsibility to make sure the upcoming meeting is announced in church. Typically this should be placed in the bulletin two Sabbaths prior to the meeting. It should also be announced verbally the Sabbath before the scheduled meeting date.

As the church clerk it is your responsibility to go through the minutes of previous meetings to see if there is old business that needs to be discussed and if there are any votes that need to be made.

You will also need to prepare an agenda listing all old and new business. Make enough copies for each person attending the meeting. These can either be delivered to the board members prior to the meeting or they can be distributed at the beginning of the meeting. You should also bring minutes of previous church board and church business meetings with you in case someone forgets their copies. You may also need these to answer any questions that may arise during the meeting.

It is also helpful to have extra paper and pens to distribute during meetings, in case a written vote needs to be taken.

Quick Start Guide for Church Board Members



The church board is a vital committee in every Adventist church. Board members are legally and morally responsible for all activities of the congregation. Learn about your role as a church board member. This is a must-read for all new church board members! Prepared by the North American Division (AdventSource) Product #416220

RESOURCE



Church Business Meeting Minutes

The church business meeting minutes are a written record of the church at work. Your note-taking will provide the historical record of what the church has voted. It is important that all minutes are complete and accurate.

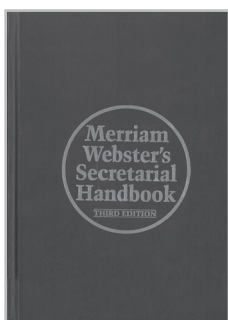
A typical church clerk's report for a church business meeting should include the following items:

- List of church members present
- List of any special guests present
- Record of who provided the devotional thought and a summary of the message
- Motion to accept the minutes from the previous meeting
- Treasurer's report
- Old business
- New business

It is a good idea for the church clerk to receive any new business items for the agenda several days in advance of the meeting, in order for the items to be placed on the agenda in a timely manner.

RESOURCE

Merriam Webster's Secretarial Handbook



This authoritative reference source for today's office professional covers all aspects of office management. It outlines office management duties and includes guidelines for taking minutes at meetings and maintaining effective communication.

By Anna L. Eckersley-Johnson
Available at Amazon.com



Tips on Note-taking

Recording accurate notes is an important task for the church clerk. You can either type or handwrite your notes. If you choose writing, you will probably want to have a notebook that you use specifically for church business. Keep it in a secure place and bring it to each board and business meeting. If there comes a time when you no longer hold the position of church clerk, you should turn all electronic files, notebooks and copies of minutes, etc. over to the church. These records will need to be kept in a secure place at the church. They are not the private property of any one individual.

In your notes try to comprehensively describe the action taken. Make sure you have recorded any motions and amendments to motions exactly as stated. Typically after a motion is made and discussion is held, the clerk reads the motion back to the group. At this time, it is best to ask the person making the motion if you have recorded it correctly.

With each motion you will need to record whether the action was moved and seconded as well as voted on. You should also notate if the motion passed or was rejected.

Tips for Easier Note-taking

- During church board meetings, sit near the chairperson. Many of the comments will be directed to him or her. This will help keep your attention focused on what is happening during the meeting. During church business meetings, sit near the front. You'll be able to hear all the comments and see anything projected for the group to see. By sitting close to the action you'll be less distracted and able to follow the discussion more easily.
- Use the meeting agenda as an outline for your notes. This will help keep your notes orderly and clear for later transcription.
- When taking notes for anything other than motions, try to record the key themes of the discussion rather than verbatim comments. This will give you the general idea of the discussion without missing key points in your notes.
- If you are taking notes by hand rather than typing, use consistent abbreviations or a type of shorthand that works for you. You'll find that you will be able to take notes more quickly and easily by doing this. Since you will be typing these notes into official minutes, it won't matter if others can understand your shorthand. Just make sure you can understand it.
- As you are taking notes during the meeting, try to mark things that need follow-up or further discussion. For instance, if a committee needs to obtain a quote for repairs, you might notate this with a question mark or dollar sign. If there is something you need to remind the pastor about, draw an open circle next to it that you can check off later. Use a square in the same way to signify reminders to others.
- Give lots of attention to listening. If you are listening closely, it will enable you to understand the concept of the discussion. This will make your notes more accurate.
- Be concise in your note-taking. If you are writing long sentences, you will not be paying close attention to the discussion. Again, this is why you should record the general thought of the discussion, not verbatim comments.



- A good method for note-taking by hand is the Cornell Method. This is a proven method that can help you condense and organize your notes. Make a rule down one side of your paper that leaves a 2.5 inch margin on the left side of the paper. This will leave a six-inch area on the right for taking notes. During the meeting, you can fill the 2.5 inch margin area with the main topics of discussion. When the meeting moves on to a new topic of discussion, skip a few lines and begin your next note.

Responsibilities After the Business Meeting

Following a church business meeting, organize your notes into typed minutes. Sign the notes as the official recording secretary. Remember to give a copy to your pastor. You will also need to bring the typed minutes to the next board meeting. At that time you should remind the board members of any actions that were voted before that may need further work by the board.

Church Membership Records

Another important part of the work of the church clerk is maintaining the church membership records. You will need to make sure memberships transfers, baptism records, deaths, and current contact information is kept up-to-date and readily available. (For information on this topic, read the chapter titled “Church Membership” in the *Seventh-day Adventist Church Manual*.)

There are two methods of keeping church membership records and facilitating transfers of memberships – the traditional paper method and the use of eAdventist.net software.

Traditional Method for Membership Transfers into Your Congregation

1. Write a letter to the church clerk at the prospective member’s former church requesting their membership be voted for transfer.
2. When you receive a response from the church, the name and request for transfer to your church must be taken to your local church board for a vote to recommend the transfer of membership to the church body.
3. Once the board has made their recommendation, the name or names of those whose membership will be transferred should be read for two consecutive Sabbaths. These are called the first and second readings of membership transfer. On the Sabbath of the second reading, the members present will take a vote. At that time the new members should be welcomed into the fellowship of your local church body.
4. After the vote of the church is taken, you will need to send a letter of confirmation to the clerk of the former church that the membership transfer has been completed. Also, be sure to add the new names to the church membership roll.



Traditional Method for Membership Transfers out of Your Congregation

When members transfer out of your congregation, you will receive a request for membership transfer from another church's clerk.

Once you have received a request for transfer of membership, you will need to take the following steps:

1. Present the request for transfer of membership out of your congregation to the church board.
2. After the board has voted to recommend it to the church body, two readings of the names of those requesting transfer of membership should be made to the church body on two consecutive Sabbaths. A vote should be taken following the second reading.
3. After the vote for transfer has been held, you must notify the church clerk in the receiving church in a timely manner of the action that was taken.
4. After the vote of the receiving church is taken, you will receive a letter of confirmation from the church clerk that the membership transfer has been completed. At this time you should remove the name of the member from your church membership roll.

Transfers Using eAdventist.net

eAdventist.net.net is a groundbreaking resource that allows church clerks to handle membership information and transfers online. If you are using eAdventist.net software for your membership recordkeeping and transfers, the steps of board recommendation and voting by the church body remain the same. The eAdventist.net software allows you to make and receive the requests for transfer electronically. To learn more about eAdventist.net software, visit www.eAdventist.net. AdventSource and the North American Division have produced a complete manual for local church clerks who are responsible for church membership, transfers, and everything that goes with effective membership management.

RESOURCE

eAdventist.net Church Reference Manual



This is the complete manual for local church clerks who are responsible for church membership, transfers, and everything that goes with effective membership management. This reference guide serves as a useful companion tool with detailed instructions for each procedure. Topics include program basics for new computer users, getting help adding new people, finding a person, changing basic information, changing church officials, changing/undoing membership status, and transferring members online. Created by the North American Division. Product #416217



Membership Records

It is important to understand that no one person can add or delete names from church membership roles. The church clerk, pastor, and church board do not have this authority. Names on membership roles can only be added or deleted by vote of the church body at large. An individual may request that their name be dropped from church membership, but even in this instance the church body must vote on such an action.

Membership of Newly Baptized Members

It is a joyous occasion when a person accepts Christ as their personal Savior and requests baptism as a means of showing their commitment to Jesus. In the Seventh-day Adventist church, when a person is baptized, they are then accepted for membership into the local church congregation.

At the time of baptism, a certificate of baptism is presented. These certificates are available through your local conference office or Adventist Book Center. Some conferences supply certificates to the pastors, so check with your pastor to see if the church already has certificates before purchasing more.

Give the certificate to the pastor for presentation to the baptismal candidate and relay the new church member's name and contact information to the conference. The conference will place them on the mailing list for the union paper and other mailings from the conference.

Welcoming a new member should be a time of celebration with a memorable ceremony. As church clerk, you should work with the deacon/deaconess committee to plan the celebration of this important spiritual event.

Do Not Let Members Slip Through the Cracks

Another duty of the church clerk is to work closely with the Sabbath school teachers to monitor the attendance of members. If you notice a pattern of someone missing in attendance on a regular basis, contact that person and let him or her know you have missed his or her presence.

If new people begin attending your church and you learn they are already baptized members, but their membership is with another congregation, encourage them to transfer their membership. This allows them to participate more fully by being able to hold church office and vote at local church business meetings.

Church Records

The church clerk is the keeper of all church records, minutes of business meetings and board meetings, the church officer list and the list, of baptized members. It is important that each of the records is current and readily available.



When a new pastor arrives at your church, you should provide copies of the current membership list and church officer list, along with addresses, phone numbers, email addresses, and other pertinent information.

There will be times when the church board will call upon you to provide minutes from previous meetings for clarification or additional information. Keeping your records in an orderly manner will facilitate the work of the board and pastor. As church clerk, you are the oil that keeps the machine running smoothly.

Lists of Church Committees

You also need to keep lists of church committees. Any committee that is appointed should be listed with members who are a part of the committee. Be sure to include an outline of the work the committee is being asked to accomplish.

Church Directory

Fellowship among members is vital. A current church directory is one way to facilitate communication between church members. There are several options for church directories. They can be as simple as a photocopied list of members' names and their contact information, or your church may choose to work with an outside company to produce a photo directory.

Whichever option you choose, make sure to include information such as the names of members, non-member spouses, and unbaptized children. Also include home addresses, email addresses, phone numbers, and, if your church chooses, birthdays and anniversaries.

It is important to note that a church directory is not an official membership list. Its purpose is to encourage friendship and fellowship in the congregation.

Church Bulletin

If your church does not have a secretary, you may be responsible for the weekly church bulletin. This can also be delegated to another person, depending on your congregation.

Summary

As the church clerk, your work includes note-taking, record keeping, and information dissemination. By organizing your duties and keeping accurate records, you will contribute an important work to the functioning of both your local church and your local conference. Thank you again for your willingness to serve in this vital capacity.



Church Clerk Ministry Description

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).

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:

- 1. Acting as a secretary at all church board and business meetings.** Although a church secretary is sometimes 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.
- 2. Recording 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 forms when a person is baptized or makes a profession of faith. 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 or her visit them and encourage them to transfer to a new church home.

- 3. Keeping 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.
- 4. Compiling a list of committees.** The clerk should make note of any committees that are appointed and give the chairperson of the group a list of the members making up the committee, along with an outline of the work the committee is being asked to accomplish.
- 5. Producing the church directory.** It is the responsibility of the clerk to have a church directory produced as needed. This may be printed, photocopied, or produced for the church by a company that makes photo directories. It should include non-member spouses and unbaptized children from church-related households, as well as regular attendees not yet baptized. It is well to include a statement that “this is not an official membership list.” Its purpose is to facilitate friendship in the congregation.
- 6. Overseeing the 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.

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Church Clerk

This Quick Start Guide for the Church Clerk is full of important information to help you start or revitalize a ministry at your local church. This guide contains a job description, instructions for getting started, tips for maintaining a successful ministry, troubleshooting suggestions, recommended resources, and more. Whether you're new to this ministry or an experienced volunteer, this Quick Start Guide will inspire you with lots of great ideas you can immediately put to use in your local church.

Other titles in the Quick Start Guide series:

- Ministry of the Elder
- Deacon and Deaconess
- Stewardship
- Sabbath School Secretary
- Church Board Member

For a complete list of Quick Start Guide titles visit AdventSource.org



AdventSource

ISBN: 978-1-62909-386-4



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HOW TO WRITE GOOD MINUTES

Kyoshin Ahn, Associate Secretary
North American Division


People Forget!


Some don't come!

Smooth running of Church

Help your Church move in alignment

- Do not include what did not occur in the meeting
- When corrections are made, the error should be bracketed and the correction written on the facing page or in a wide margin.
- The clerk should sit near the presiding chair.
- Motions should be recorded exactly as adopted
- If a motion is long or difficult to record, request that it be submitted in writing.
- If a draft of the preceding meeting minutes are sent to all members, they need not be read unless required.
- The fact that a motion was seconded is not included
- Distribute (by email) the agenda *before* the meeting
- Include an item “AOB” (Any Other Business) at the end of the agenda as a place to include last-minute items

- 
- Keep the minutes short and to the point. Don't waffle.
 - Where a member of the group is asked to perform a set task, record an "Action" point.
 - Either write the minutes as the meeting happens or immediately after the meeting. The sooner they are done, the more accurate they are.
 - Don't write the name of people, who make a motion and seconds it, respectively.
 - Don't write the list of names, who are in favor or not in favor of that motion.
 - Develop your own shorthand.
 - Avoid jargon.

- 
- Keep acronyms to a minimum. On the first use you give the full detail followed by the acronym in brackets e.g. Allegheny East Conference(AEC). Thereafter you can use the acronym.
 - Information updates or new information cannot be inserted.
 - People who were not at the meeting cannot correct the minutes or vote on their acceptance
 - Don't put "he said/she said" stories

2010 SDA Church Manual pp. 80,168

Church Records

Clerk Keeps Records

Church Clerk Quick Start Guide p. 9

Church Records



Microfiche
Scanning into PDF
Notebook

-
- Prepare an outline based on the agenda ahead of time, and leave plenty of white spaces for notes.
 - Prepare a list of expected attendees and check off the names as people enter the room.
 - Don't write every single comment. Think in terms of issues discussed, major points raised and decisions taken.
 - If you are an active participant in the meeting, be prepared!
 - Don't wait too long to type up the minutes, especially while your memory is fresh.

THE MINUTE WRITING PROCESS

Are they clear? Are they easy to read?


Have they left out any essential information?

Have they included the important information?

Do they say who must do what by when?

Do the final amendments.

Within a few days of the meeting, hand the final minutes to the members.

- 
- Concentrate
 - Listen carefully
 - Summarize
 - Capture key issues to note, issues to agree upon, and decisions
 - Work co-operatively with the chairperson

Be assertive, so that you can

- Ask for clarification from the chairperson
- if you need them to summarize.
- Point out to the chairperson if the agenda
- is not being followed.

Identify what documents need to be attached as appendixes, if any.

Pay attention to spelling, grammar and punctuation

Use commas and apostrophes correctly

Don't repeat the same phrases too many times and begin each paragraph differently

If a disagreement developed during a meeting, then a brief statement would be sufficient instead of itemizing the whole discussion. The minutes could read:

“A full and frank discussion took place during which various views and opinions were expressed.”

- **Received** – used to record the formal receipt of a document or information.
- **Reported** – used to indicate background information provided for a committee either on the agenda or orally at the meetings.
- **Considered** – used to indicate that the committee actually discussed a particular topic or document
- **Noted** – used to summarize significant points arising from a paper or discussion which led to a particular conclusion
- **Agree or resolved** – used to show the conclusion of a committee's deliberations on a matter wholly within its competence
- **Recommended** – used for matters that have been agreed or resolved but which required a decision from a higher body

“Chair was concerned”

“After a full discussion”

“Pastor agreed”

“The First Elder highlighted”

“The Committee RESOLVED”

“The principal explained”

“In conclusion,”

“The church school requested”

**SAMPLE ADVENTIST CHURCH
CHURCH BOARD MINUTES**

Date	January 1, 2014
Place	Sample Adventist Church
Members Present	Name of chairperson, chair; then each attending member alphabetically
Members Absent	List each absent member in alphabetical order here.
Guest Present	List any guests in attendance
Devotional	Name of person giving devotional
Agenda 01-14	Voted to accept the agenda as present, with the additions as suggested.
Minutes Approved	Voted to approve the Sample Adventist Church Board minutes of December 10, 2013
Financial Report 03-14	Voted to record that the December 2013 financial report was reviewed.
Budget Proposal 04-14	Voted to recommend to the Sample Adventist Church the 2014 Proposed
Membership Transfers 05-14	Voted to recommend to the Sample Adventist Church the request to transfer the following individuals from Sample Adventist Church to Another Adventist Church: John & Mary Member Voted to recommend to the Sample Adventist Church the request to transfer the following individuals from Another Adventist Church to Sample Adventist Church: Bill & Liz Smith
Evangelistic Series	Considerable discussion on the upcoming evangelistic meetings planned for the Sample area. It was suggested the pastor contact the speaker and bring back a report relative to a preferred time and location for the meetings.
Installation of Windows 06-14	Voted to approve \$5,000.00 from the building fund account to be used for the installation of new windows in the youth Sabbath School room.
Overhead Projector Purchase 07-14	Voted to authorize the purchase of an overhead projector for the church for not more than \$450.00.
Closing Prayer	Name of person giving prayer

Signature Here)

Name, Chair

(Signature Here)

Name, Clerk

Sample Seventh-day Adventist Church
MINUTES OF THE CHURCH BOARD
January 22, 2014
7:00 PM

Anytown, State

MEMBERS PRESENT: John Brown, Chairperson, Mary Blue, clerk, then list the other members in alpha order.

MEMBERS NOT PRESENT: List each absent member in alphabetical order here.

INVITED GUEST: List any guests in attendance

Action No.
14-01

AGENDA

VOTED: To accept the agenda as presented with the additions as suggested.

14-02

MINUTES OF THE CHURCH BOARD MEETING

VOTED: To accept the Minutes of the Church Board held November 3, 2013 with corrections.

14-03

FINANCIAL REPORT

VOTED: To accept the December 2013 Financial Report

14-04

INSTALLATION OF WINDOWS IN YOUTH ROOM

VOTED: To approve \$5,000.00 from the building fund to be used for the purchase and installation of new windows in the youth room

DISCUSSION OF THE UPCOMING EVANGELISTIC SERIES

Considerable discussion centered around the upcoming evangelist meetings planned for the Sample area. It was suggested that the pastor contact the speaker and bring a report suggesting a preferred time and location for the meetings.

14-05

TRANSFER OF MEMBERSHIP (outgoing)

VOTED: To recommend from the Sample SDA church the transfer of membership for John & Mary Member to Another SDA Church

14-06

PURCHASE OF OVERHEAD PROJECTOR

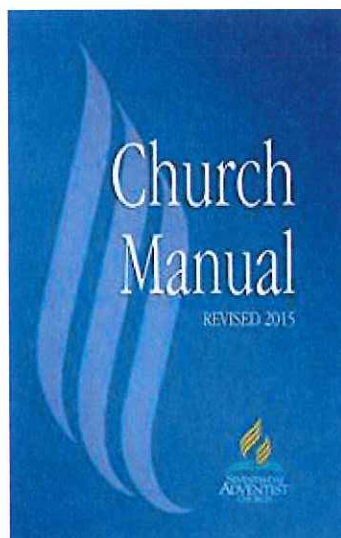
VOTED: to authorize the purchase of an overhead projector for the church for not more than \$450.00.

Name, Chairperson

Name, Clerk



Board Conversations, Discussions, Actions, etc.



SEVENTH-DAY ADVENTIST® | CHURCH MANUAL

Profession of Faith

Individuals who have accepted the fundamental beliefs of the Seventh-day Adventist Church and who desire membership in the Church on profession of faith may be accepted under any of the following four circumstances:

1. A committed Christian coming from another Christian communion who has already been baptized by immersion as practiced by the Seventh-day Adventist Church. (See p. 44.)
2. A member of the Seventh-day Adventist Church who, because of world conditions, is unable to secure a letter of transfer from his/her home church. (See p. 53.)
3. A member of the Seventh-day Adventist Church whose request for membership transfer has received no response from the church where he/she is a member. In such a case the church shall seek assistance of the conference or conferences involved.
4. An individual who has been a member, but whose membership has been misplaced or has been withdrawn because he/she was a missing member, yet who has remained faithful to his/her Christian commitment.

Great care should be exercised in receiving members if they have formerly been members of another congregation. When a person applies for membership on profession of faith, inquiries should be made concerning the applicant's former experience. Church officers should seek the advice and help of the conference president. Sufficient time should be taken to investigate the facts.

When a person applies for membership on profession of faith and it is found that he/she still is 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 (see pp. 51, 52), 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.

When an individual whose membership has been removed seeks readmission to church membership, readmission is normally preceded by rebaptism. (See pp. 67, 68.)

Transferring Members

When members move to a different area, the clerk of the church holding their membership records should write to the secretary of the relevant conference requesting that a pastor in the new locality visit them and help facilitate their membership transfer to the new congregation.

The clerk of the church holding the membership records also should notify the transferring members of the intention to give their new addresses to the conference.

Members who move to another locality for longer than six months should make immediate applications for letters of transfer. Members moving to an isolated area with no church within a reasonable distance should apply to join the conference church.

Method of Granting Letters of Transfer—Members should apply for their letters of transfer to the clerk of the church with which the members desire to unite (the receiving church). That clerk sends the request to the clerk of the church from which the members desire to transfer (the granting church). (For alternative method, see p. 52.)

When the clerk of the granting church receives the request, the clerk brings it to the pastor or elder, who in turn presents it to the board. After due consideration, the board votes to recommend, favorably or otherwise, to the church. (See pp. 36-38, 40, 49-55, 65-68, 82.) The pastor or elder then brings the recommendation to the attention of the church for a first reading. Final action is taken the following week, when the request is presented to the church for a vote.

The purpose of the one-week interval is to give members an opportunity to object to the granting of the letter. Objections ordinarily should not be publicly stated but be lodged with the pastor or elder, who then refers them to the board for consideration. The board should give each objector opportunity to appear to present his/her objection. If the objection is not based on valid grounds, the person raising objection should be admonished to withdraw it. If the objection is based on valid grounds, it is the duty of the board to investigate. Final action on granting the letter is deferred until the matter has been satisfactorily settled.

If the objection involves personal relationships, every effort should be made to effect reconciliation. If public offenses are involved, disciplinary measures may be called for. If there is some spiritual lapse, efforts should be made to restore the member.

Clerk to Prepare Letter—When the church has granted the letter of transfer, the clerk fills out the regular transfer form and forwards it to the clerk of the receiving church. The clerk of the receiving church then passes the letter to the pastor or elder, who presents it first to the board for recommendation, after which the request is presented to the church at its next regular service. The vote accepting the person into membership usually is taken at the regular service one week later. The clerk of the receiving church then adds the member's name and date of admittance to the membership record. The clerk also fills out the return portion of the letter of transfer, certifying that the member has been accepted, and returns it to the clerk of the granting church. (See p. 82.)

Letter Valid Six Months—A letter of transfer is valid for six months from date of issue.

Alternative Method for Membership Transfer—A division may approve alternative methods for transferring members between churches within the division, but when members request transfers to a church in another division, the above "Method of Granting Letters of Transfer" must be followed.

Membership During Transfer—Under no circumstances shall the clerk of the granting church remove a member's name from the membership record until the return portion of the transfer letter has been received, certifying that the member has been voted into the fellowship of the receiving church. To do so deprives the person of membership during the

transfer. The clerk, the elders, the pastor, and the conference president are all responsible for seeing that all churches adhere to this procedure.

Receiving Members Under Difficult Conditions—World conditions sometimes prevent communications concerning a membership transfer. In such situations, the receiving church, in counsel with the conference, should satisfy itself as to the applicant's standing and then receive him/her into membership on profession of faith. If the way later opens to communicate with the granting church or to the conference where it is located, the receiving church should send a letter stating what it has done.

Counted in Statistical Reports—When quarterly and annual statistical reports are made, a member to whom a letter has been granted, but whose return certificate has not been received, is counted as a member of the granting church. When the return certificate has been received, the name is then removed from the membership record of the granting church and not included in subsequent reports.

If Member Is Not Accepted—The receiving church must receive the member unless it knows a valid reason it should not extend the privilege of membership. If a church does not receive the member, the clerk should return the letter to the granting church with a full explanation of the reasons. The person's membership then remains with the granting church, which should cooperate with the member to resolve the matter.

Letters Granted Only to Those in Regular Standing—Letters of transfer are granted only to members in regular standing, never to a member under discipline. Qualifying statements are out of order except when the pastor or board of the granting church has factual or proven knowledge that the member has been involved as a perpetrator of child abuse. In that case, for the safety of children, the pastor or elder should provide a confidential statement alerting the pastor or elder of the congregation to which the member is transferring.

If a member who has moved to a new location has grown indifferent, the pastor or elder of the granting church may, to be clear in the matter before the transfer is granted, take up the question with the pastor or elder of the receiving church.

No Letter Without Member's Approval—In no case should a church vote a letter of transfer contrary to the desire of the member, nor should a

church accept a member by a letter granted under such circumstances. Membership is the personal relationship of an individual to the body of Christ, and a church should recognize this relationship and avoid any action that might be construed as arbitrary.

On the other hand, a member is under obligation to recognize the welfare of the church and to make every effort to relieve the church of problems incident to absentee members. When a member moves, he/she should promptly request a letter of transfer.

When a church is expelled from the sisterhood of churches by action of a conference session, the memberships of all loyal members, except those who refuse, are considered moved to the conference church on a provisional basis. The conference church then may issue letters of transfer for loyal members and deal with other memberships as may be necessary. (See pp. 39-42.)

Church Board Cannot Grant Letters—A board has no authority to vote letters of transfer or to receive members by letter. The board's authority is limited to making recommendations to the church. Action on all transfers of membership, favorable or otherwise, must be taken by the church. (See pp. 51, 52.) The clerk has no authority to remove names from or add names to the membership record except by vote of the church, unless a member requests in writing to be removed from church membership, in which case the church board must act on the request. Efforts should be made to restore the individual to the church family. When a member dies, the clerk records the date of death in the membership record, and no action by the church is necessary.

Membership in the Conference Church—Isolated members should unite with the conference church, which is a body organized for the benefit of believers who otherwise would be without church privileges. Aged and infirmed members who live near a church and conference officers and other employees, including pastors, should be members of a local church, not the conference church.

The conference president is the presiding elder of the conference church, and the work normally carried by the clerk and the treasurer is handled by the conference secretary and treasurer. Since the church has no board, all business normally conducted by a local church board is conducted by the conference committee, which also appoints delegates from the conference church to the conference session.

Membership Record—The church should have one membership record. Names are added or removed only on the vote of the church or at death. (See pp. 81, 82.) Under no circumstances should a church keep a retired membership list.

Attendance in eAdventist

Posted on October 9, 2014 by Rob Garvin

You can now record attendance for your Church Service(s), Sabbath School and any other regularly occurring meeting such as vespers, prayer meetings etc, right in eAdventist!

UPDATE: Attendance has been added to the Pastor and Church Secretary roles in eAdventist.

Here's how:

Set up Meetings (Note: “Weekly Church Service” and “Weekly Sabbath School” meetings have already been created for most churches to help get you started)

The screenshot shows the eAdventist user interface. On the left is a vertical navigation menu with categories: HOME (yellow), PEOPLE (purple), ORGANIZATIONS (orange), search (light orange), attendance (light orange), church labels (light orange), school labels (light orange), officer labels (light orange), request new (light orange), and SUBSCRIPTIONS (blue). A yellow callout bubble with the number '1' points to the 'attendance' option under the 'ORGANIZATIONS' heading. The main content area is titled 'ATTENDANCE' in bold black text. Below the title is a sub-menu with 'Add attend' (with a yellow callout bubble containing '2'), 'Meetings', 'Attendance Report', and 'Help'. Below the sub-menu is a table header with columns: MEETING, DATE, HEAD COUNT, INTERNET COUNT, QTR, and YEAR. The table body is empty and contains the text 'No data available in table'.

1. Click the “Attendance” option under the Organizations heading on the menu

2. Click the “Meetings” link to view the list of meetings

HOME

PEOPLE

ORGANIZATIONS

search

attendance

church labels

school labels

officer labels

request new

SUBSCRIPTIONS

REPORTS

MEETINGS

3 Add a meeting Attendance Attendance Report

4 MEETING TYPE Church Service

5 DESCRIPTION

6 ORGANIZATION Anchorage Northside SDA Church

7 UPDATED UPDATED BY Save cancel

No data available in table

eAdvantist
technology for churches
Rob Garvin - eA (Live) | Logout

3. Click the “Add a meeting” button

4. Select the meeting type (Church Service, Sabbath School, Other). This allows you to enter each church services or Sabbath School class individually, but then summarize them all together as one number for each type in the report to the conference (coming soon!).

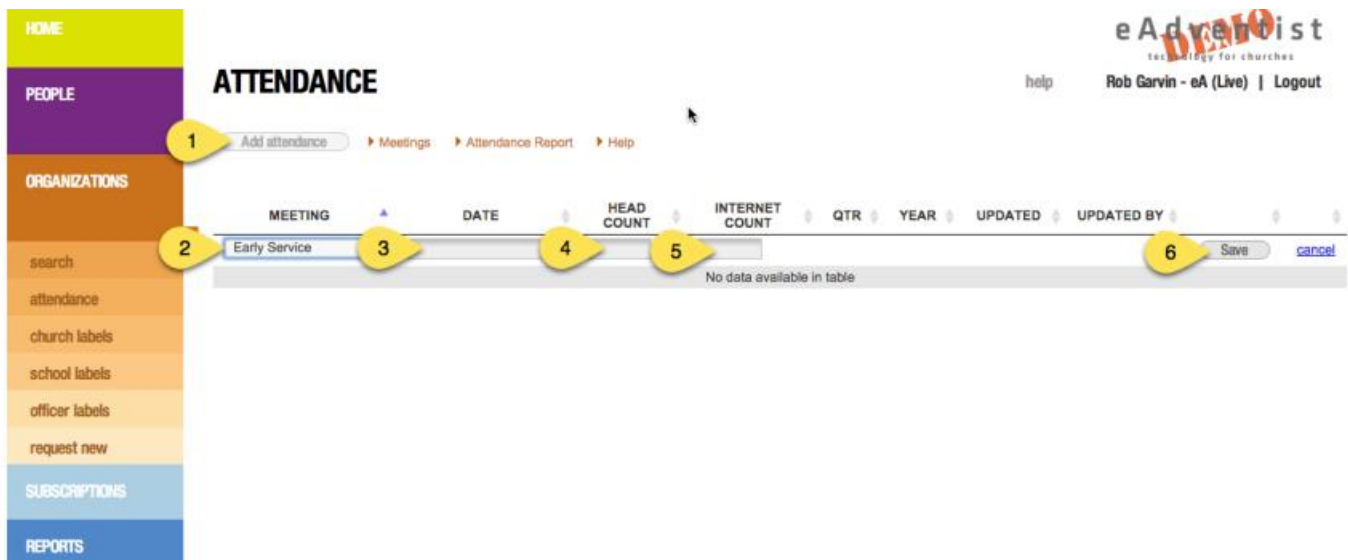
5. Enter the meeting description (Divine Worship, Early Service, 11am Service, SS – Earliteen, SS – Cradle Roll, SS – Balcony, Vespers etc)

6. Select the organization, for most users this will be your church

7. Click “Save”

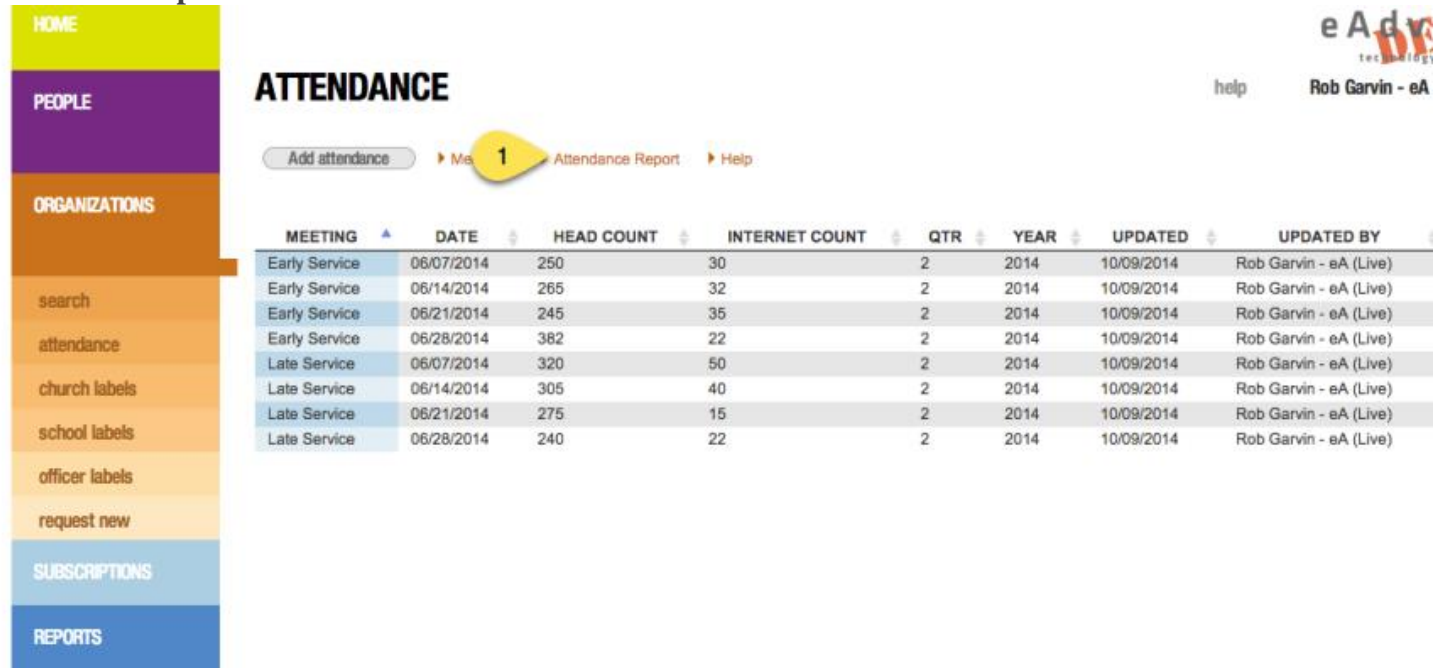
When finished setting up each of the meetings you wish to track, click “Attendance” at the top of the Meetings page or in the menu on the left to go back to the Attendance page.

Record Attendance



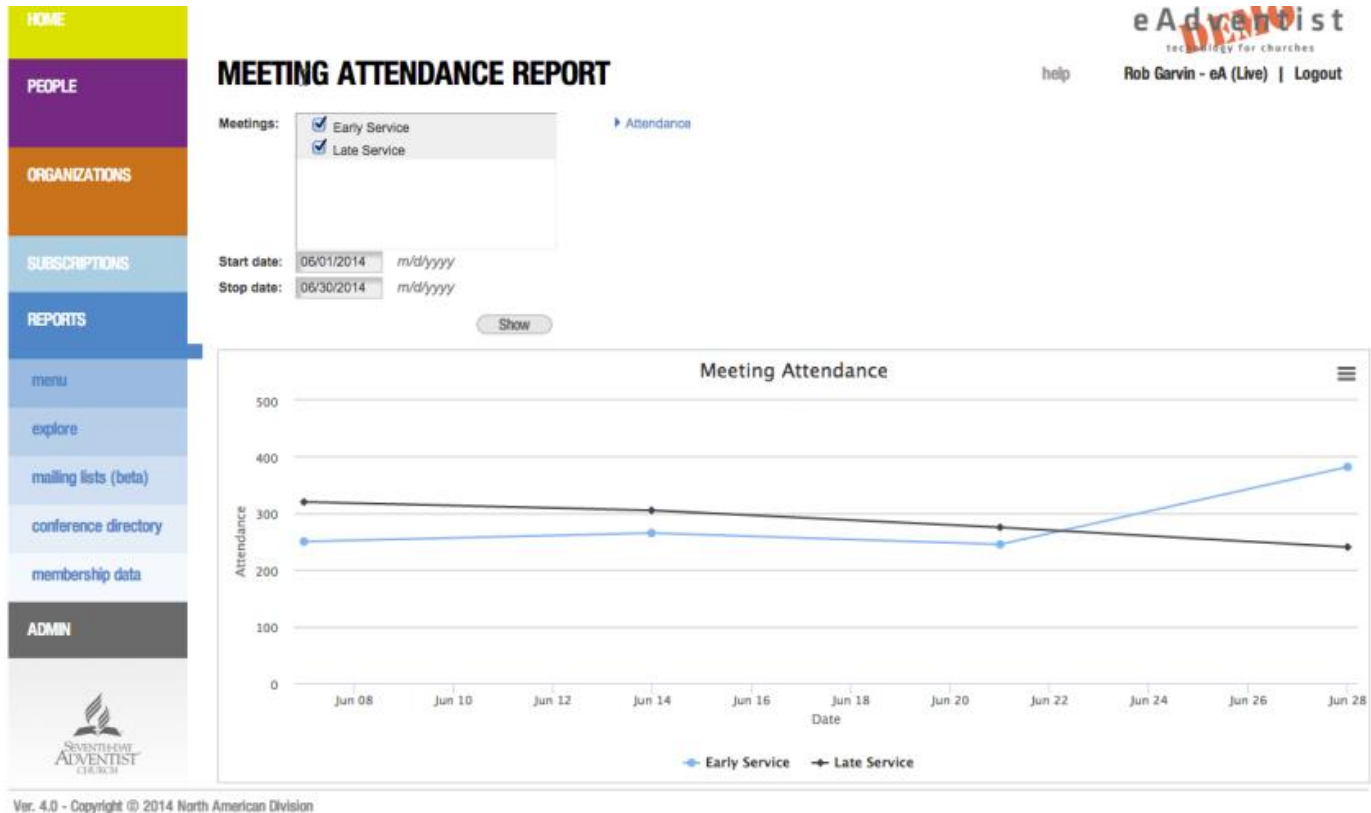
1. Click the “Add attendance” button
2. Select the meeting you are recording attendance for
3. Enter the date the meeting occurred on
4. Enter the head count for the meeting
5. OPTIONAL: Enter the internet count for the meeting (those watching the sermon online etc)
6. Click “Save”

Attendance Report



First, notice that the quarter and year have automatically been assigned to each attendance entry based on the date of the meeting. It has also suggested that we add the Sabbath number for each attendance entry, which is something we'll look into doing.

To view your attendance on a graph click the "Attendance Report" link on the Attendance screen.



Select the meetings you wish to appear on the graph, enter the start and stop dates (if desired) and click "Show" to view the graph. In this scenario we're comparing the Early Service with the Late Service for June. Looks like more people are getting up early!

Our hope is that this will be a useful tool for the local church and not just an easier way of reporting to the conference. We've had several pastors tell us, "Who wouldn't want to know what's happening in their church every week?" The goal of this attendance feature is to make it easy it easy for the church to track these numbers and view them in a meaningful way on a graph.

God bless,

eAdventist Team

help@eAdventist.net

Updating Officers

TIP: Use "search" to find and select the Organization. The Officers are listed on the lower part of the Organization's page.

Officers for churches, schools, conferences, etc. are displayed on the **Organization** page. Each officer has individual settings for email, phone and address. These settings are used for any office-related lists -- Conference Directory, Officer Labels, Mailing Lists. If your eAdventist account includes "access" to the organization, an "i" icon ("info") will be displayed beside each officer's name to provide a quick way to view their current settings.

The "Change Date" column indicates the "freshness" of each officer record.

ORGANIZATION

Name: Meadow Glade SDA Church

Legal name:

Alternate name:

OrgCode: ANIFK1

Parent: Oregon Conference of SDA

Type: Church

Sub-org of:

Active?: Yes

Online transfers?: Yes

Status: Online

Ethnicity:

Languages:

Region: District 1 Northern OR - S Washington

People: 1,330 members • 739 nonmembers

Addresses: Street | Mail/PO Box | Shipping

Valid
11001 NE 189th St
Battle Ground WA 98604-6112
USA

Phone: 360-687-2265
Fax: 360-666-3665

Updated: 08/06/2015 (Brian Ford)
Created: -

History | Print Envelope | Edit Organization

Officers | Directory | Contact | Historical | eAdv Search | Notes

#	OFFICE TITLE	CUSTOM TITLE	NAME	MEMBER OF	MEMBER STATUS	CHANGE DATE	
1	Pastor	Senior Pastor	Bowes, Rick	Meadow Glade SDA Church	Member	06/16/2015	delete
2	Pastor - Associate		Bollin, James E	Meadow Glade SDA Church	Member	06/16/2015	delete
3	Pastor - Associate		Lee, Jannafor C	Meadow Glade SDA Church	Member	02/11/2015	renew delete
4	Pastor - Associate		Smith, David T	Meadow Glade SDA Church	Member	06/16/2015	delete
5	Elder - 1st		Hamby, Kathy	Meadow Glade SDA Church	Member	09/30/2014	renew delete

Adding

Is the officer replacing another officer already listed in eAdventist? If "yes", see Replacing/Updating (#change) below. Otherwise, click the "New Office" button to enter a new officer.

On the "New Officer" page, select an "Office title". If the officer's title is a variation on one of the titles in eAdventist, select the closest "Office title" and use "Custom title" to enter the variation.

Finally, indicate which email address, phone number and mailing address the officer wishes to use for any communications related to their office.

Replacing/Updating

To update a current officer or enter his/her successor, click on the officer's title (e.g. "Pastor") in the "Office Title" column. Select the appropriate person and update the email, phone and address settings, if necessary.

Deleting

Click the "delete" link to remove an officer from the list. eAdventist will ask you confirm each deletion, since deletions cannot be undone.

Renewing

When an officer is continuing for an additional term, just click the "renew" link to update the "Change Date" column.

Tip for Conference clerks

Adding a pastor or teacher that hasn't transferred to your conference yet? Instead of adding a temporary "nonmember" record, contact us at help@eadventist.net (mailto:mailto:help@eadventist.net). We can link your **officer** to their actual "member" record to include them in your Officer Labels and prevent duplicate records when they transfer.

☑ Still need help? [Contact Us \(/contact\)](/contact)

Last updated on January 26, 2020

Family Positions



BY BRIAN FORD
AUGUST 8, 2019



Each person in eAdventist now has a “Family position” to provide a clearer way for you to record multi-generation families. Just like before, each Family has a Primary Contact and this person’s “Family position” is “Primary”. Now the other people in the Family can be designated as one of the following:

- Spouse
- Child
- Other

You’ll see the “Family position” displayed in a couple of places on the **Person** page.

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help Brian Ford Logout

Last name: Flintstone
First name: Wilma
Middle/Suffix:
Email (personal):
Mobile phone:

Church: Meadow Glade SDA Church - since 04/01/1990
Mission group: Rock Solid SDA Group
Status: Member - by Baptism - since 04/01/1990

Family position: Spouse
Marital: Married
Gender: Female
Born on/Age: 07/04/1966 - 53 years old
Changed: 04/30/2019 (Brian Ford)

statistics history Change Status Edit Person

Family Personal Membership Attendance Student Volunteer Notes Offices Committees Tags Lists

Addresses Street Mail/PO Box Alternate Work
Default / Valid? 123 Granite Blvd Bedrock OR 91234 USA
Google Maps

Primary contact: Fred Flintstone (Nonmember) Change
Mailing name:
Allow promo mail: Yes
Subscriptions: Union paper + Adventist World
SubscriberID: M2516528/1FK1/7 update
Include in: Church Directory
Photo caption:

Phones Home Fax Alternate
123-654-0987 - Default

Change Family Print Envelope Print Family New Person

NAME	BORN	AGE	GENDER	MARITAL	CHURCH	STATUS
Wilma Flintstone - spouse	07/04/1966	53	F	Married	Meadow Glade SDA Church	Member
Fred Flintstone - primary	04/01/1970	49	M	Married	Meadow Glade SDA Church	Nonmember
Pebbles Flintstone - child	12/25/2001	17	F	Single	Meadow Glade SDA Church	Member

To change the "Family position", click the "Edit Person" button.

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PERSON (EDIT)

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<p>Last name: <input type="text" value="Flintstone"/></p> <p>First name: <input type="text" value="Wima"/></p> <p>Middle/Suffix: <input type="text"/> Suffix</p> <p>Salutation: <input type="text"/></p> <p>Legal name: <input type="text"/></p> <p>Former/Maiden: <input type="text"/></p> <p>Email (personal): <input type="text"/></p> <p>Mobile phone: <input type="text"/> Unlisted? <input type="checkbox"/></p> <p>Work phone: <input type="text"/></p>	<p>Church: ▶ Meadow Glade SDA Church · since 04/01/1990</p> <p>Status: Member · by Baptism · since 04/01/1990</p> <p>Mission group: <input type="text" value="Rock Solid SDA Group"/></p> <p>Family position: <input type="text" value="Spouse"/> </p> <p>Marital: <input type="text" value="Married"/></p> <p>Gender: <input type="text" value="Female"/></p> <p>Born on: <input type="text" value="07/04/1966"/> m/d/yyyy</p> <p>Changed: 04/30/2019 (Brian Ford)</p> <p style="text-align: right;">▶ Cancel Save</p>
--	---

Family	Personal	Membership	Student	Volunteer	Attendance	Notes
<p>Addresses <input type="text" value="Street"/> Mail/PO Box Alternate Work</p> <p>Optional line: <input type="text"/> ▶ Clear address</p> <p>Address: <input type="text" value="123 Granite Blvd"/> Valid?</p> <p>City/StateProv: <input type="text" value="Bedrock"/> OR</p> <p>Postal code: <input type="text" value="91234"/></p> <p>Country: <input type="text" value="USA"/></p> <p>Carrier route: <input type="text"/> (for USA)</p> <p>Auto-certify: <input checked="" type="checkbox"/> ??</p> <p>Confidential: <input type="checkbox"/></p> <p>Stop delivery: <input type="text"/></p> <p>Address source: <input type="text"/></p>						
<p>Phones <input type="text" value="Home"/> Fax Alternate</p> <p><input type="text" value="123-654-0987"/> Unlisted? <input type="checkbox"/></p>						
<p>Primary contact: Fred Flintstone (Nonmember)</p> <p>Mailing name: <input type="text"/></p> <p>Allow promo mail: <input checked="" type="checkbox"/></p> <p>Subscriptions: <input checked="" type="checkbox"/> Union Paper <input checked="" type="checkbox"/> Adventist World</p> <p>SubscriberID: M2516528/IFK1/7</p> <p>Default address type: <input type="text" value="Street"/></p> <p>Default phone type: <input type="text" value="Home"/></p> <p>Include in: <input checked="" type="checkbox"/> Church Directory</p> <p>Photo caption: <input type="text"/></p>						

For the Primary Contact, this setting defaults to “Primary”.

PERSON (EDIT)

Church: Meadow Glade SDA Church [Change](#)

Status: Nonmember - 01/22/2018

Mission group: Rock Solid SDA Group

Family position: Primary

Marital: Married

Gender: Male

Born on: 04/01/1970 mm/dd/yyyy

Changed: 10/02/2018 (Brian Ford)

[Cancel](#) [Save](#)

Family Personal Membership Student Volunteer Attendance Notes

Addresses Street Mail/PO Box Alternate Work

Optional line: [Clear address](#)

Address: 123 Granite Blvd Valid?

City/StateProv: Bedrock OR

Postal code: 91234

Country: USA

Carrier route: (for USA)

Auto-certify: ??

Confidential:

Stop delivery:

Address source:

Primary contact: Fred Flintstone (Nonmember)

Mailing name:

Allow promo mail:

Subscriptions: Union Paper Adventist World

SubscriberID: M2516528/1FK1/7

Default address type: Street

Default phone type: Home

Include in: Church Directory

Photo caption:

Phones Home Fax Alternate

123-654-0987 Unlisted?

Just like before, you can select a different Primary Contact by clicking the “Change” button on the “Family” tab.

Change Primary Contact

SELECT	NAME	GENDER	MARITAL STATUS	CHURCH	STATUS
<input type="radio"/>	Wilma Flintstone - spouse	F	Married	Meadow Glade SDA Church	Member
<input checked="" type="radio"/>	Current Fred Flintstone	M	Married	Meadow Glade SDA Church	Nonmember
<input type="radio"/>	Pebbles Flintstone - child	F	Single	Meadow Glade SDA Church	Member

[Save](#)

Multi-generation families

How can you use “Family position” to enter a family that includes grandparents? For example, one that includes:

- Father
- Mother

- 2 children
- Grandfather
- Grandmother

If the father is the Primary Contact, set the “Family position” for each family member like this:

- Father – “Primary”
- Mother – “Spouse”
- 2 Children – “Child”
- Grandfather – “Other”
- Grandmother – “Other”

Where is Family Position used?

The “Family position” is now used to determine spouses in the following parts of eAdventist:

- **Person Labels** – the “One per family – Primary & Spouse” option for “Recipients”
- **Church Directory (Family)**
- **Pastor Spouses** report

Getting started

To give you a head start, we pre-set the Family Position to “Spouse” for families that had 2 married people. We also pre-set it to “Child” for people who are single and 18 years old or less.

You will need to set the Family Position for any others.

That’s it! Now you can use the “Family position” to record a clearer picture of the families that make up your church family.

The eAdventist team

Transfer Comments



BY BRIAN FORD

SEPTEMBER 26, 2016



eAdventist makes most membership transfers easy by connecting church clerks and eliminating “snail” mail. However, some transfers aren’t “business as usual” and require a conversation:

- “Did you mean Maxwell Sr or Maxwell Jr?”
 - “Sorry, Ayeisha transferred to Rock Solid Church last year”
 - “Any update on the status of this transfer?”
- “Online” clerks have always been able to contact each other by email, but **Transfer Comments** make these conversations even easier to start and follow.

TRANSFER

Request

Name: Flintstone, Fred Mergatroyd Sr
 Birth: 04/01/1960 m/d/yyyy
 From: ▶ Tabernacle SDA Church (Portland, OR)
 To: ▶ Meadow Glade SDA Church (Battle Ground, WA)
 * = Offline, † = Offsystem

[▶ Back to transfers](#) [Resend email](#) [Grant/Deny](#)

Member

Name:
 Birth:

Actions & Comments | **Email**

	VOTED ON	ACTION	ENTERED ON	BY	PRINTED ON
Request	---	Requested	withdraw	07/19/2016	Brian Ford (North Pacific Union)
Grant					
Accept					

COMMENTS [▶ Add a comment](#)

Fred's transferred to Wallij Wallij University Church last year.

[▶ Cancel](#) [Save](#)

As soon as you click “Save”, eAdventist will email the comment to each of the “online” clerks involved in the transfer. For any “offline” church, the email will go to the conference clerk. The “Email” tab lets you check the delivery status of these messages.

Transfers that have comments are easy to spot on the **Transfers** page. Just look for the “comment” icon.

View	Fred, Fred	Tabernacle SDA Church	Meadow Glade SDA Church	07/27/2015	---	
View	Fred, Fred	Tabernacle SDA Church	Meadow Glade SDA Church	06/10/2015	---	
	View	Fred, Fred	Tabernacle SDA Church	Meadow Glade SDA Church	02/09/2015	02/19/2015
	View	Flintstone, Fred Mergatroyd Sr - 04/01/1960	Tabernacle SDA Church	Meadow Glade SDA Church	07/19/2016	---
	View	Fred, Fred	Tabernacle SDA Church	Meadow Glade SDA Church	12/17/2014	01/08/2015
View	Fred, Fred	Tabernacle SDA Church	Meadow Glade SDA Church	08/04/2014	---	

PRO TIPS

- Sort all transfers that have **Comments** to the top by clicking on the “comment” column heading.

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Organization: North Pacific Union Conference - Ridgefield, WA

Last name: (ignores Days to show)

Filter Request Transfer

Log printing: Unprint

Days to show: 450

* = Offline, † = Offsystem

To grant (739)	To accept (489)	Completed (155)	Withdrawn (46)			
	REQUEST FOR	FROM	TO	REQUESTED	PRINTED	
	View Adams, Travis	Walden Spanish SDA Church*	Walden SDA Church	09/10/2014	(06/16/2015)	
	View Adams, Thomas	Walden Page Page SDA Ch *	Walden Central SDA Church	06/23/2014	12/10/2014	
	View Flintstone, Fred Mergatroyd Sr - 04/01/1960	Tabernacle SDA Church	Meadow Glade SDA Church	07/19/2016	---	
	View Haddad, Margaret	Chase Christian Fellowship of SDA	Walden SDA Church	04/30/2015	---	
	View Hill, Gary W	Whisper Creek SDA Church	East Walden SDA Church	05/14/2015	---	
	View Adams, Lori	Walden SDA Church*	Walden Center for Spiritual Enrichment	05/30/2015	07/22/2015	
	View Adams, Steven	South Bend Free SDA Church	St Stephens Seventh Day Adventist Church	06/25/2015	---	

- Sort all transfers that have green “lights” to the top by clicking on the “lights” column heading.

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Organization: North Pacific Union Conference - Ridgefield, WA

Last name: (ignores Days to show)

Filter Request Transfer

Log printing: Unprint

Days to show: 450

* = Offline, † = Offsystem

To grant (89)	To accept (489)	Completed (155)	Withdrawn (46)			
	REQUEST FOR	FROM	TO	REQUESTED	PRINTED	
	View Adams, Thomas	Walden Page Page SDA Ch *	Walden Central SDA Church	06/23/2014	12/10/2014	
	View Adams, Lori	Walden SDA Church*	Walden Center for Spiritual Enrichment	05/30/2015	07/22/2015	
	View Anderson, Harold R	Walden Spanish Adventist Church*	Walden Adventist Church*	04/03/2013	09/23/2013	
	View Hill, Steven	Walden SDA Church *	Chase of Walden Adventist Church	08/27/2014	11/18/2014	
	View Adams, Steven	Walden Adventist Church *	Walden Way Walden Adventist Church	05/05/2015	07/22/2015	
	View Adams, David Andrew	Walden Adventist Church *	Walden Way Walden Adventist Church	05/05/2015	07/22/2015	
	View Adams, Gary	Walden International SDA Church *	Walden Adventist Christian Church	03/18/2015	07/22/2015	
	View Haddad, Gary R	Pine Pointe SDA Church *	Walden SDA Church	07/06/2015	07/22/2015	
	View Hill, Steven	Walden Church *	Walden Adventist Church	07/17/2013	07/17/2013	
	View Hill, Steven	Walden Church *	Walden Adventist Church	02/02/2015	07/22/2015	
	View Hill, Steven	Walden Church *	Walden Adventist Church	02/02/2015	07/22/2015	
	View Hill, Steven	Walden SDA Church*	Walden Community Church of Walden	05/26/2015	06/02/2015	
	View Adams, Lori	Living Hope Adventist Church*	Walden Community Adventist Church*	09/24/2012	09/27/2012	

Exercise 2: Transfer Comments

Work with a partner - another church clerk.

If you're Z, start with "Requesting a Transfer" and, if you're A, start with "Replying with a Comment".

Requesting a Transfer

If you're A, go to "Replying with a Comment" instead.

Step 1 - Create a Request

Use the same steps as in Exercise 1, to request the transfer of Jenny Anderson from your partner's church to yours. The request should show on the "To grant" tab of the **Transfers** page. It should have a yellow "light" in the first column - indicating that you are waiting for the other clerk to grant the request.

Step 2 - Add a Comment (your partner's turn)

Unfortunately, Jenny had previously transferred out of your partner's church and is no longer a member there. Your partner will let you know this by adding a "Comment". eAdventist notifies you of the Comment by displaying a "balloon" in the second column and sending you an email.

NOTE: To preserve member privacy, eAdventist does not provide any verification that the person you requested is a **member** or **belongs to the church** that you selected. It simply forwards the request to the other church clerk - who will verify it for you and either Grant the request or reply with a Comment.

Step 3 - Reply with a Comment

Click on the "View" link next to Jenny's name on the "To grant" tab. Click on the "Add a comment" link in the "Comments" box and write a brief thank you. Click "Save" when you are finished. eAdventist will send a notification email to your partner.

Step 4 - Withdraw the Request

Finally, click the "withdraw" link on the "Actions & Comments" tab. When you click the "Back to transfers" link, the transfer should show on the "Withdrawn" tab. eAdventist will send another email notification to your partner. You're done!

Replying with a Comment

If you're Z, go to "Requesting a Transfer" instead.

Step 1 - Create a Request (your partner's turn)

Your partner will request the transfer of Jenny Anderson from your church to his/hers. The request should show on the "To grant" tab of the **Transfers** page. It should have a green "light" in the first column - indicating that you will need to grant the request.

Step 2 - Add a Comment

Click on the "View" link next to Jenny's name on the "To grant" tab. Jenny is not a member of your church, so you won't be able to grant the request. To let the other church clerk know this, click on the "Add a comment" link in the "Comments" box and write a brief explanation. Click "Save" when you are finished.

Step 3 - Reply with a Comment (your partner's turn)

Your partner will add a Comment thanking you for the information. eAdventist will send you an email notification.

Step 4 - Withdraw the Request (your partner's turn)

Your partner will Withdraw the request. eAdventist will send you an email notification of the Withdrawal. You're done!

NOTE: eAdventist will automatically send an email notification of each Comment to all church clerks and conference clerks that are involved in the transfer - except for international clerks.

DO NOT SEND COMMENTS TO INTERNATIONAL CHURCHES. THEY DO NOT HAVE EADVENTIST AND THEREFORE, WILL NOT SEE THE COMMENTS.

Involvement



BY BRIAN FORD
DECEMBER 9, 2019



The new “Involvement” field has been added to help pastors and their churches serve the various groups within their members better. Typical categories that many churches use include:

- Active
- Inactive
- Shut-in
- Moved away

The pastor or clerk of each church can choose the categories that will best suit their needs, in the new **Church Admin** section of eAdventist.

CHURCH

Name: Meadow Glade SDA Church
Org type: Church

Settings

- ▶ Involvement categories (4)
- ▶ Tags (22)
- ▶ Committees (10)

ADMIN

- user accounts
- church admin

INVOLVEMENT CATEGORIES

Meadow Glade SDA Church

New Category ▶ Back to Church

What is Involvement?

Use this to identify a person's general level of involvement in your church. For example **active**, **inactive**, **moved** or **shut-in**.

#	NAME	SORT	CHANGED	
1	Family - Active member	1	12/06/2019	🗑️
2	Family - Inactive member	3	12/06/2019	🗑️
3	Family - Shut-in	5	12/06/2019	🗑️
4	Moved	7	12/06/2019	🗑️

Once the categories have been created, you can set the “Involvement” for each person (members and nonmembers).

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PERSON

Last name: Flintstone
 First name: Fred
 Middle/Suffix:
 Salutation: Mr.
 Email (personal): fred@bedrock.org
 Mobile phone: 123-456-7890

Church: [Meadow Glade SDA Church](#) [Change](#)
 Mission group: [Rock Solid SDA Group](#)
 Status: Nonmember - 01/22/2018
 Involvement: Family - Active member
 Family position:
 Marital: Married
 Gender: Male
 Born on/Age: 04/02/1970 - 49 years old
 Changed: 12/06/2019 (Brian Ford)



[Statistics](#) [History](#) [Change Status](#) [Edit Person](#)

Family	Personal	Membership	Attendance	Student	Volunteer	Notes	Offices	Committees	Tags*	Lists
<p>Addresses: Street Mail/PO Box Alternate Work</p> <p>Default / Valid? i</p> <p>123 Granite Blvd Bedrock OR 91234 USA</p> <p>Google Maps i</p> <p>Phones: Home Fax Alternate</p> <p>123-654-0987 - Default i</p> <p>Primary contact: Wilma Flintstone (Member) Change</p> <p>Mailing name: Allow promo mail: Yes Subscriptions: Union paper • Adventist World SubscriberID: M2516529/IFK1/8 update</p> <p>Include in: Church Directory Photo caption:</p> <p>change delete view</p>										
<p>Change Family Print Envelope Print Family New Person</p>										
NAME	BORN	AGE	GENDER	MARITAL	CHURCH	STATUS				
Wilma Flintstone - primary	07/04/1966	53	F	Married	Meadow Glade SDA Church	Member				
Fred Flintstone	04/02/1970	49	M	Married	Meadow Glade SDA Church	Nonmember				
Pebbles Flintstone - child	12/25/2001	17	F	Single	Meadow Glade SDA Church	Member				

The **Member List** layout has been updated to include the “Involvement”, both family and mobile (personal) phones, as well as email address.

Flintstone, Fred*	123 Granite Blvd Bedrock OR 91234	123-654-0987 123-456-7890+	fred@bedrock.org
Flintstone, Pebbles <i>Family - Active member</i>	123 Granite Blvd Bedrock OR 91234	123-654-0987	
Flintstone, Wilma <i>Family - Active member</i>	123 Granite Blvd Bedrock OR 91234	123-654-0987	

Each church chooses their own “Involvement” categories. When a member transfers, their new church will not see the “Involvement” entered by their previous church. The new church can replace it with one of their own “Involvement” categories.

If you have been using **Tags** to track involvement, we’ll be happy to migrate them to **Involvement** for you. Email us at help@eadventist.net.

In the near future, you will also be able to use “Involvement” in labels, directories, maps and messaging lists. Let us know which features you would particularly find it useful in.

The eAdventist team

Some suggested labels

1. Regular - Attends most Sabbaths
2. Occasional - Comes once/twice a quarter
3. Infrequent - Attends few times a year
4. Non-Attending - Never comes to church
5. Shut-In - Physically unable to attend
6. Out of State - Has moved out of area
7. Unknown - Do not know the person

Clerks Frequently Asked Questions

1. What should be included in the minutes?

- Name of organization
 - Type of meeting
 - Date, time and place of the meeting
 - Members present
 - Members absent
 - Invited guests present
 - Agenda items
 - Actions voted
 - Major discussion items (even if no action was voted)
 - Reports presented to the committee (if written reports are provided they should be attached to the minutes)
- Signature lines for chairperson and clerk/secretary to sign their names

2. What should not be included in the minutes?

- The clerk/secretary's opinion or interpretation
- Discussion (Remember, minutes are a record of what was *done*, not what was *said*.)
 - Dissenting votes (these should only be included if a member requests that they go on the record with their dissenting vote)
 - Motions that are withdrawn
 - Judgmental phrases such as: "heated debate" or "valuable comment"
 - Transcripts of the meeting (minutes should not be taken down verbatim)
 - Flowery language

3. How should I store the meeting records?

- Minutes are official only after they have been approved by the Church board, typically at the next meeting. After the minutes have been corrected and approved, they should be signed by the secretary.
- The official copy of the minutes should be placed on file in a minutes binder which is kept in a safe location. The official copy should have attached to it any attachments listed in the minutes.
- As a general rule, it is recommended that the minutes from Church board and business meetings should be kept permanently, because they capture the history of that local Church.

4. When is rebaptism appropriate?

Rebaptism of a member is appropriate in the following situations:

- A baptized member from another Christian denomination wants to join the Adventist Church. (On biblical grounds, individuals from other Christian communions who have embrace Seventh-day Adventist beliefs and who have previously been baptized by immersion may request rebaptism. Church Manual pg. 49.)
- A previous member of the Adventist Church who was removed from membership because of apostasy but has been reconverted.
- Rebaptism has also been used in situations when a current member has experienced a “spirit of repentance”; however, the Church Manual recommends that in these situations the member participate in a communion service instead of being rebaptized. See the church manual for more information.

5. When can I use profession of faith?

Professions of faith are appropriate in the following situations:

- A baptized member from another Christian church who wants to join the Adventist Church.
- A member of a church outside the NAD (North American Division) who we have been unsuccessful in transferring.
- A member of the church whose request for membership transfer has received no response – in this case the church should seek the assistance of the conference clerk.
- An individual who has been a member of the Adventist Church but whose membership has been misplaced. A thorough search of NAD membership records should be made before deciding that a person’s membership has been misplaced.

See Church Manual page 51 for additional information regarding accepting individuals from other Christian communions, what to do if you find out a person is already a member at another church, and if professions of faith are appropriate for those who have been removed from membership.

Important note: Great care should be exercised in receiving members if they have formerly been members of another congregation. When a person applies for membership on profession of faith, inquiries should be made concerning the applicant’s former experience.

6. How long does a transfer usually take?

Membership transfers should typically not take longer than 3 to 6 months; however, there are several reasons why a transfer might take longer.

7. What might make a transfer take longer?

- How long a transfer takes from request to acceptance depends on many different factors including:
- The time it takes to locate the person's membership record (if they don't know where it is), the time it takes to mail transfer information to churches outside the North American Division or to clerks with no access to email.
- The frequency of church board meetings at both the granting and receiving churches, the time it takes to transition to a new church clerk if a change is being made.
- The time it takes to determine if a member's transfer will be granted (for members who have not been attending the granting church for many years).

8. What can I do to speed up the transfer process?

Things you can do to speed up the transfer process include:

- Provide the person's full name (including previous names they might be listed under)
- Provide the person's date of birth.
- Contact the church clerk or conference clerk directly if the person is unsure of where their membership is.
- For international transfer if you provide an email or telephone number for the church clerk and or the pastor.

9. Can I vote to accept a member before the granting church grants it?

Some churches do choose to accept transfers before they are granted; however, this is not recommended because if the person is not a member of that church the process will need to be repeated once the correct granting church is located. Or, if it turns out the member no longer has membership in the Adventist church they will need to be accepted by re-baptism or profession of faith which can be embarrassing for the member since they thought they were already accepted by transfer.

10. What is the difference between baptism and prior baptism?

In special cases where a church does not have complete membership records in eAdventist, members can be added by "Prior Baptism", "Prior POF" or "Prior Transfer".

11. What happens with my membership if I don't attend church regularly?

Church leaders should faithfully visit absentee members and encourage them to resume attendance and to enjoy the blessings of worship with the congregation.

When because of age, infirmity, or other unavoidable cause members find it impossible to attend worship services regularly, they should keep in contact with church leader by letter or other means. However, as long as members are loyal to the doctrines of the Church, nonattendance shall not be considered sufficient cause for removal from membership.

12. How do you define a missing member?

When members move, they should inform the clerk or elder of their new address.

While remaining members of the church, they should report and send their tithe and offerings at least quarterly. If however, members move without leaving a forwarding address and make no effort to contact or report to the church, and the church cannot locate them for at least two years, then the church may certify that it has tried without success to locate the members and the member may be removed by a vote of the church. The clerk should in the membership record: "Whereabouts unknown. Voted to designate as missing."

frequently asked QUESTIONS



1. What is a "family"?

- eAdventist uses a simple, but powerful, definition of **Family** that makes entry more efficient. Each **Family** should include:
- People living at the same address.
- At most, 2 married people.
- Each family has a Primary Contact and can have shared addresses and phone numbers. In a nutshell, **Family** is about *mailing* more than *genealogy*.

2. How can I change my family?

A Family can be changed in 3 ways:

- Choose a different Primary Contact.
- Move a person to a new Family.
- Move a person to another existing Family.

Some typical scenarios include:

- Marriage
- Death
- Separation or divorce

Change Primary Contact

Click the "Change" button beside the Primary Contact (on the Family" tab), select another person and click "Save".

Move to a new or existing Family

Click the "Change Family" button to see the **Change Family** screen shown below. If you choose "Join an existing Family", remember that the search results only include Primary Contacts.

Marriage

If both people are currently listed in their parents' families, choose one of them (usually the one that will be Primary Contact) and:

- Click "Change Family" button and select "Create a new Family".
- Enter address and phone for this new Family.

Finally, choose the second person and:

- Click "Change Family" button and select "Join an existing Family".
- Click "Choose family" link and search for first person and select them.

TIP: If one of the people belongs to a church that you do not have access to, ask the eAdventist team to help you with these steps.

Death

If the deceased is the Primary Contact, be sure to use the "Change" button to choose another person - if there are any other people in the Family.

Separation & Divorce

Choose one of the spouses and:

- Click "Change Family" button and select "Create a new Family".
- Enter address and phone for this new Family.

If necessary, move any other family members using:

- Click "Change Family" button and select "Join an existing Family".
- Click "Choose family" link and search for first person and select them.

TIP: Each person can only be in one **Family**. If you need to include children with both parents, keep the original records with one parent's Family and use "New Person" to add them (as **Nonmember**) in the other parent's Family.

3. What should be included in the minutes?

- Name of organization
- Type of meeting
- Date, time and place of the meeting
- Members present
- Members absent
- Invited guests present
- Agenda items
- Actions voted
- Major discussion items (even if no action was voted)
- Reports presented to the committee (if written reports are provided they should be attached to the minutes)
- Signature lines for chairperson and clerk/secretary to sign their names

4. What should not be included in the minutes?

The clerk/secretary's opinion or interpretation

- Discussion (Remember, minutes are a record of what was *done*, not what was *said*.)
- Dissenting votes (these should only be included if a member requests that they go on the record with their dissenting vote)
- Motions that are withdrawn
- Judgmental phrases such as: "heated debate" or "valuable comment"
- Transcripts of the meeting (minutes should not be taken down verbatim)
- Flowery language

5. How should I store the meeting records?

- Minutes are official only after they have been approved by the Church board, typically at the next meeting. After the minutes have been corrected and approved, they should be signed by the secretary.
- The official copy of the minutes should be placed on file in a minutes binder which is kept in a safe location. The official copy should have attached to it any attachments listed in the minutes.
- As a general rule, it is recommended that the minutes from Church board and business meetings should be kept permanently, because they capture the history of that local Church.

6. When is rebaptism appropriate?

Rebaptism of a member is appropriate in the following situations:

- A baptized member from another Christian denomination wants to join the Adventist Church. (On biblical grounds, individuals from other Christian communions who have embrace Seventh-day Adventist beliefs and who have previously been baptized by immersion may request rebaptism. Church Manual pg. 49.)
- A previous member of the Adventist Church who was removed from membership because of apostasy but has been reconverted.
- Rebaptism has also been used in situations when a current member has experienced a “spirit of repentance”; however, the Church Manual recommends that in these situations the member participate in a communion service instead of being rebaptized. See the church manual for more information.

7. When can I use profession of faith?

Professions of faith are appropriate in the following situations:

- A baptized member from another Christian church who wants to join the Adventist Church.
- A member of a church outside the NAD (North American Division) who we have been unsuccessful in transferring.
- A member of the church whose request for membership transfer has received no response – in this case the church should seek the assistance of the conference clerk.
- An individual who has been a member of the Adventist Church but whose membership has been misplaced. A thorough search of NAD membership records should be made before deciding that a person’s membership has been misplaced.

See Church Manual page 51 for additional information regarding accepting individuals from other Christian communions, what to do if you find out a person is already a member at another church, and if professions of faith are appropriate for those who have been removed from membership.

Important note: Great care should be exercised in receiving members if they have formerly been members of another congregation. When a person applies for membership on profession of faith, inquiries should be made concerning the applicant’s former experience.

8. What happens to my personal information when it is inputted in eAdventist?

It's not uncommon for nonmembers, and even members, to be reluctant to give so much identifying information. You can let people with these concerns know that we do our best to protect their personal information including requiring church clerks and secretaries to sign a form saying that they will not give out information from the membership database to unauthorized persons before they are given access to the database.

9. Will I start receiving a lot of mail from the Conference after I am in eAdventist?

There are four main types of mail that are sent to the nonmembers and members listed in eAdventist and most of them people can opt out of if they choose.

1. **The Union Paper**
Visitor, this magazine goes out monthly to everyone on the subscriber list in the Columbia Union Conference.
2. **The Journey formerly Adventist World**
This magazine goes out monthly to everyone on the subscriber list in the North American Division but is limited to one copy per address.
3. **Promotional material**
Promotional mail is sent out periodically to everyone on the subscriber list from organizations that are closely connected to the Adventist Church, such as the Adventist Book Center.
4. **Conference mailings**
Mail from conference departments is sent out only to people holding specific offices or that meet other specific criteria. For example, children's Sabbath School teachers/leaders will periodically be sent information regarding upcoming events and resources available from the conference. (Note: Holding an office in the church implies that the officer is willing to receive communications related to that office from the conference.)

There are several ways to opt out of any of the first three types of mailings:

- Ask the church clerk to take your name off the subscriber list.
- Ask the conference clerk to take your name off the subscriber list.

10. Can I record my 2nd & 7th Sabbath attendance in eAdventist?

Yes, you can now record attendance for your Church Service(s), Sabbath School and any other regularly occurring meeting such as vespers, prayer meetings etc., right in eAdventist!

Attendance can be added by the pastor or clerk.

11. How do I set up meetings?

Set up Meetings (Note: "Weekly Church Service" and "Weekly Sabbath School" meetings have already been created for most churches to help get you started)

1. Click the "Attendance" option under the Organizations heading on the menu
2. Click the "Meetings" link to view the list of meetings
3. Click the "Add a meeting" button
4. Select the meeting type (Church Service, Sabbath School, Other). This allows you to enter each church services or Sabbath School class individually, but then summarize them all together as one number for each type in the report to the conference.
5. Enter the meeting description (Divine Worship, Early Service, 11am Service, SS - Earliteen, SS - Cradle Roll, SS - Balcony, Vespers etc.)
6. Select the organization, for most users this will be your church
7. Click "Save"

When finished setting up each of the meetings you wish to track, click "Attendance" at the top of the Meetings page or in the menu on the left to go back to the Attendance page.

12. How do I record attendance meetings?

1. Click the "Add attendance" button
2. Select the meeting you are recording attendance for
3. Enter the date the meeting occurred on
4. Enter the head count for the meeting
5. OPTIONAL: Enter the internet count for the meeting (those watching the sermon online etc.)
6. Click "Save"

First, notice that the quarter and year have automatically been assigned to each attendance entry based on the date of the meeting. You can add the Sabbath number for each attendance entry.

13. Can I view my attendance report?

To view your attendance on a graph click the "Attendance Report" link on the Attendance screen.

Select the meetings you wish to appear on the graph, enter the start and stop dates (if desired) and click "Show" to view the graph. In this scenario we're comparing the Early Service with the Late Service for June. Looks like more people are getting up early! Our hope is that this will be a useful tool for the local church and not just an easier way of reporting to the conference. The goal of this attendance feature is to make it easy for the church to track these numbers and view them in a meaningful way on a graph.

14. How long does a transfer usually take?

Membership transfers should typically not take longer than 3 to 6 months; however, there are a number of reasons why a transfer might take longer.

15. What might make a transfer take longer?

- How long a transfer takes from request to acceptance depends on many different factors including:
- The time it takes to locate the person's membership record (if they don't know where it is), the time it takes to mail transfer information to churches outside the North American Division or to clerks with no access to email.
- The frequency of church board meetings at both the granting and receiving churches, the time it takes to transition to a new church clerk if a change is being made.
- The time it takes to determine if a member's transfer will be granted (for members who have not been attending the granting church for many years).

16. What can I do to speed up the transfer process?

Things you can do to speed up the transfer process include:

- Provide the person's full name (including previous names they might be listed under)
- Provide the person's date of birth.
- Contact the church clerk or conference clerk directly if the person is unsure of where their membership is.
- For international transfer if you provide an email or telephone number for the church clerk and or the pastor.

17. Can I vote to accept a member before the granting church grants it?

Some churches do choose to accept transfers before they are granted; however, this is not recommended because if the person is not a member of that church the process will need to be repeated once the correct granting church is located. Or, if it turns out the member no longer has membership in the Adventist church they will need to be accepted by re-baptism or profession of faith which can be embarrassing for the member since they thought they were already accepted by transfer.

18. Can I Transfer a missing Member?

The church manual says only Members in regular standing may be transferred. The eAdventist system requires that the missing status be undone before a member is transferred. This typically can be done without board or church approval since the person's membership status has not changed. Clerks using eAdventist can look up a missing member and undo the missing status after which time the transfer can be processed as usual.

19. What information should I enter when adding or updating member's Information?

- Full name (including middle initial or name)
- Date of birth
- Gender
- Marital status
- Mailing address
- Phone number(s)
- Email address (if applicable)

20. What information should I enter when adding or updating non-member's information?

For each nonmember it is recommended that the following information be recorded in Adventist.

- Full name (including middle initial or name)
- Date of birth
- Gender
- Mailing address

21. Why should I give my information to the clerk?

- This information is used in the following ways:
- For member visitation and communication from the church.
- To differentiate between people with the same or similar names when transferring membership from one church to another.
- To determine the percent of different age groups and genders in individual churches, our conference, our division and the world church.
- To mail Adventist publications to subscribers (see below for more information).
- To mail or email information to people holding specific church offices.

22. How do you define a missing member?

When members move, they should inform the clerk or elder of their new address. While remaining members of the church, they should report and send their tithe and offerings at least quarterly. If however, members move without leaving a forwarding address and make no effort to contact or report to the church, and the church cannot locate them for at least two years, then the church may certify that it has tried without success to locate the members and the member may be removed by a vote of the church. The clerk should in the membership record: "Whereabouts unknown. Voted to designate as missing."

23. What happens with my membership if I don't Attend church regularly?

Church leaders should faithfully visit absentee members and encourage them to resume attendance and to enjoy the blessings of worship with the congregation.

When because of age, infirmity, or other unavoidable cause members find it impossible to attend worship services regularly, they should keep in contact with church leader by letter or other means. However, as long as members are loyal to the doctrines of the Church, nonattendance shall not be considered sufficient cause for removal from membership.



Volunteer FAQs

Q. What is Sterling Volunteers?

- A.** Sterling Volunteers offers volunteer screening services to nonprofits and volunteer programs across the country. We are the only screening provider that allows volunteers to own and share their background check with multiple nonprofits in a safe, tamper-free environment. This results in significant savings for organizations, their volunteers, and the communities they serve.

Sterling Volunteers provides a secure online volunteer screening platform that allows you, the volunteer, to enter and control your information when ordering a background check.

Q. Why would I need to complete training and a background check and where do I go to do it?

- A.** Training and a background check are required by AEC for church members who volunteer at the local church level to work with minors or handle church funds. The training and background check is thru Sterling Volunteers.

Please log into the Sterling Volunteers' site to complete the training and background check by accessing the following website:

<https://www.ncsrisk.org/adventist>

If you have any questions, please contact Kelly Strickland at 610-326-4610 ext. 330 or you may e-mail her at kstrickland@aecsda.com.

Q. How secure is the website used to collect information on the volunteers?

- A.** The Sterling Volunteers platform is extremely secure. Sterling Volunteers complies with all national and local regulations with respect to the storage and transmission of sensitive data and is hosted in ISO 27001-audited data centers. The Sterling Volunteers platform is audited regularly throughout the year with external vendors. These audits include a network perimeter security assessment, an application penetration test and a physical security assessment.

Q. Does a volunteer applicant have to consent to a background check?

A. Yes. Certain state laws and the Fair Credit Reporting Act, a federal law that regulates who is permitted to access a person's consumer report information and how it can be used, generally require that you must obtain written or electronic consent from the applicant prior to a third-party screening company like Sterling Volunteers conducting any criminal record search, credit history check or reference check.

Q. How much does background screening cost?

A. At this point, the churches or volunteers are not paying anything. When a volunteer registers in Sterling Volunteers there will be a screen that allows the volunteer to contribute to help offset the cost of their training and background check; however, contribution is not mandatory to complete the training and background check.

Q. What does a typical background check consist of?

A. The typical background check is meant to verify whether the volunteer is being truthful about not/having a criminal record. Criminal record searches and reference checks are the most common background checks. While database searches are the most common type of volunteer background check, Sterling Volunteers runs county/state criminal record searches to supplement often incomplete and out-of-date databases. The database searches Sterling Volunteers runs are always validated to ensure they provide you with the most accurate information.

Q. What information is required for an accurate, thorough background check?

A. Three things: 1) first name and last name correctly spelled and exactly as it appears on your birth certificate or other legal documentation (i.e. no nicknames or shortened names); 2) date of birth; and 3) Social Security Number (SSN).

Q. Why is a Social Security Number (SSN) trace so important?

A. While a Social Security Number isn't required to run most criminal record checks, Sterling Volunteers' Complete Criminal Locator uses SSN trace to automatically find and search up to 20% more criminal records than other volunteer background screening vendors. This ensures that they provide volunteer organizations with the most comprehensive volunteer screening results possible to help protect their people and their missions.

Q. How long does a background check usually take?

A. We often use the term Turnaround Time (TAT) to describe how long a background check takes. The TAT can vary significantly based on the types of searches conducted in the check and on the vendor that provides them. Sterling Volunteers can claim the fastest TAT in the industry for county courthouse records – the most common background check for volunteers. The majority of searches will be returned in 24 to 72 hours. In some cases, especially if we find criminal information or if a volunteer has lived in multiple jurisdictions, the search can take a bit longer.

Q. If my background is being checked what are my rights?

A. The Fair and Accurate Credit Transactions (FACT) Act was enacted in 2003 and amends the Fair Credit Reporting Act. The FACT Act entitles consumers to obtain one free copy of their consumer files from certain consumer reporting agencies during each 12-month period.

If Sterling Volunteers has prepared a background screening report in your name for our client, you have access to that report at any time via Sterling Volunteers' platform. Log in to your account to read your report.

Q. How can I make sure my background checks are legal?

A. At Sterling Volunteers, compliance is our expertise. Our background checks comply with all federal and state background screening laws, and our compliance team stays on top of each state's current and pending legislative and regulatory changes. Sterling Volunteer's automated screening technology also applies relevant content filters based on the state and location of each volunteer background check, ensuring that every screening we do is 100% compliant with all applicable regulations.

Q. Do you sell my information to 3rd parties?

A. We will not share your personal information with third party marketers for direct marketing purposes. We may use and share the information internally to provide and improve the site and the services; deliver correspondence, communications, or services, such as newsletters, events or training; solicit your feedback, and inform you about the site and the services, our products and services and the products and services of our promotional partners.

Q. How often must a volunteer complete training and a background check?

A. AEC's current policy states "every three (3) years."

Q. What happens if a volunteer does not want to complete the required training and background check?

A. There are other ministries that they will be able to assist with; however, they will not be able to work with minors [which are defined as a person who has not yet reached their 18th birthday] or with their local church treasury department.

Q. Who determines whether someone is eligible or ineligible to volunteer at my church?

A. Allegheny East Conference is responsible for determining the fitness of all screened volunteers. Sterling Volunteers does not establish, recommend, evaluate or verify the suitability or legality of any custom evaluation criteria, nor does Sterling Volunteers make the final decision regarding eligibility for volunteer service.

Q. I serve as clerk at my church and am responsible for reporting whether our volunteers have completed Sterling Volunteers. How do I know if all the volunteers in my church who are required to do so have completed Sterling Volunteers?

A. Once you have completed Sterling Volunteers, please send an e-mail to Kelly Strickland at kstrickland@aecsd.com notifying her of the same. You be given administrative rights to run compliance reports for your church. After the request is made, access is usually granted within 48-72 hours.

Q. Because I am the church clerk, I have been asked to find out who is compliant and who is not. How do I run compliance reports for my church?

A. Login into <https://www.ncsrisk.org> by using the **user ID** and **password** that you created at the time of your registration then select the **ADMINISTRATION** tab:

- Under **Reports** select **Training Reports** to run a report on who have completed the required course, "Child Protection Online Awareness Session."
- Under **Reports** select **Background Checks** to run a report listing volunteers who have completed the background check process.



Suggested List of Church Volunteers Who Should Complete Sterling Volunteers

Adventist Youth Ministries
Adventurers
Associate/Assistant Pastor
Bible Worker
Children's Ministry
Church Clerk
Deacon/Deaconess
Departmental Dir./Associate
Driver
Elder
IT/IS
Lay Pastor
Church Librarian
Maintenance/Custodian
Ministry Support
Ministry Volunteer
Musician/Choir Director
Pastor
Pathfinders
Student/Teen Staff
Teacher Sabbath School Asst.
Teacher Sabbath School
Treasurer
Vacation Bible School
Van Driver
Youth Leader

Updating Officers

TIP: Use "search" to find and select the Organization. The Officers are listed on the lower part of the Organization's page.

Officers for churches, schools, conferences, etc. are displayed on the **Organization** page. Each officer has individual settings for email, phone and address. These settings are used for any office-related lists -- Conference Directory, Officer Labels, Mailing Lists. If your eAdventist account includes "access" to the organization, an "i" icon ("info") will be displayed beside each officer's name to provide a quick way to view their current settings.

The "Change Date" column indicates the "freshness" of each officer record.

ORGANIZATION

Name: Meadow Glade SDA Church

Legal name:

Alternate name:

OrgCode: ANIFK1

Parent: Oregon Conference of SDA

Type: Church

Sub-org of:

Active?: Yes

Online transfers?: Yes

Status: Online

Ethnicity:

Languages:

Region: District 1 Northern OR - S Washington

People: 1,330 members • 739 nonmembers

Addresses: Street | Mail/PO Box | Shipping

Valid: 11001 NE 189th St, Battle Ground WA 98604-6112 USA

Phone: 360-687-2265

Fax: 360-666-3665

Updated: 08/06/2015 (Brian Ford)

Created: -

Buttons: History, Print Envelope, Edit Organization

Officers

#	OFFICE TITLE	CUSTOM TITLE	NAME	MEMBER OF	MEMBER STATUS	CHANGE DATE	
1	Pastor	Senior Pastor	Bowes, Rick	Meadow Glade SDA Church	Member	06/16/2015	delete
2	Pastor - Associate		Bollin, James E	Meadow Glade SDA Church	Member	06/16/2015	delete
3	Pastor - Associate		Les, Jannafer C	Meadow Glade SDA Church	Member	02/11/2015	renew delete
4	Pastor - Associate		Smith, David T	Meadow Glade SDA Church	Member	06/16/2015	delete
5	Elder - 1st		Hamby, Kathy	Meadow Glade SDA Church	Member	09/30/2014	renew delete

Adding

Is the officer replacing another officer already listed in eAdventist? If "yes", see [Replacing/Updating](#) below. Otherwise, click the "New Office" button to enter a new officer.

On the "New Officer" page, select an "Office title". If the officer's title is a variation on one of the titles in eAdventist, select the closest "Office title" and use "Custom title" to enter the variation.

Finally, indicate which email address, phone number and mailing address the officer wishes to use for any communications related to their office.

Replacing/Updating

To update a current officer or enter his/her successor, click on the officer's title (e.g. "Pastor") in the "Office Title" column. Select the appropriate person and update the email, phone and address settings, if necessary.

Deleting

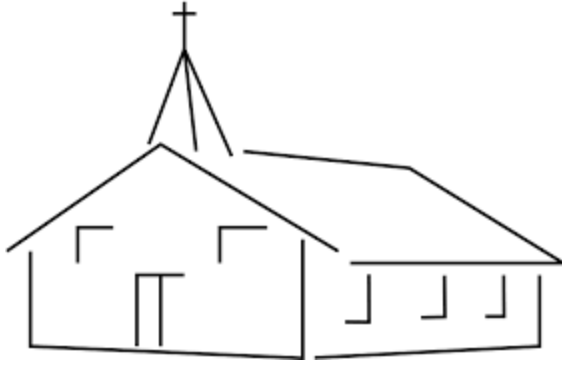
Click the "delete" link to remove an officer from the list. eAdventist will ask you confirm each deletion, since deletions cannot be undone.

Renewing

When an officer is continuing for an additional term, just click the "renew" link to update the "Change Date" column.

Tip for Conference clerks

Adding a pastor or teacher that hasn't transferred to your conference yet? Instead of adding a temporary "nonmember" record, contact us at help@eadventist.net. We can link your **officer** to their actual "member" record to include them in your Officer Labels and prevent duplicate records when they transfer.



Pastors are members too!

When you have a new pastor assigned to your church, you must follow the same process as any other member and request a transfer from where they are coming from.

Do not create a membership record for a pastor, their membership should be somewhere.

Also, do not delete a pastor's membership simply because they are not currently attending your church.

2024 CLERKS' CALENDAR

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 st Quarter	
Jan 13 th	2 nd Week Count
Feb 17 th	7 th Week Count
Mar 31 st	Close of 1 st Quarter
Apr. 5 th	Report Due Date

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2 nd Quarter	
Apr. 13 th	2 nd Week Count
May 18 th	7 th Week Count
Jun. 30 th	Close of 2 nd Quarter
Jul. 5 th	Report Due Date

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 rd Quarter	
Jul. 13 th	2 nd Week Count
Aug. 17 th	7 th Week Count
Sep. 30 th	Close of 3 rd Quarter
Oct. 4 th	Report Due Date

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 th Quarter	
Oct. 12 th	2 nd Week Count
Nov. 16 th	7 th Week Count
Dec. 31 st	Close of 4 th Quarter
Jan. 6 th (2025)	Report Due Date

CONTACT US



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