

Church Clerk Manual

For the Local Church Clerk within the
Allegheny West Conference



Office of the Executive Secretary
1339 East Broad Street Columbus, OH 43205
(614) 252-5271 ext. 28

Compiled and edited by
Amneris Martinez
Executive Assistant/Membership Coordinator
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Office of the Executive Secretary

Marvin C. Brown, III, Executive Secretary

Amneris Martinez, Executive Assistant/Membership Coordinator

Appreciation is extended to Donald G King, Alberta Conference Secretary, Carol Payne, Georgia Cumberland Conference Membership Coordinator, Margaret R. Weathers, South Central Conference Membership Coordinator for the church clerk manuals that have been printed.

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Introduction / Role of the Church Clerk

Welcome to the office of the Church Clerk where you will exercise a majority, if not all, of the following spiritual gifts: Helps, Energy, Orderliness and Love.

- **Helps-** This gift (1 Corinthians 12:38) enables the clerk to give more than merely perfunctory answers. The clerk, as keeper of church records is a source of information on many items and is a great help in supplying statistics, history, and church procedures.
- **Energy-** This provides the clerk with a gift that enables them to be “not slothful in business” as they serve the Lord. (Romans 12:11)
- **Orderliness-** The ability to keep orderly records and submit reports in a timely manner.
- **Love –** While it is a gift most desired by all members of the church. Love needs to be particularly manifested in the clerk; love unconditional, without judgment of favoritism, as a fruit of the acceptance of the gift of God’s grace in Christ Jesus.

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

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

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

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

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

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

May God shower you with many blessings on your journey!

Amneris Martinez
Membership Coordinator

The church clerk is the official church historian and keeper of the church records. These records should be carefully preserved and stored in a fire-proofed file cabinet. At the expiration of the term of office, they are to be passed to the newly-elected clerk. All records and account books of the various church offices are the property of the church. As such, they are to be surrendered at the expiration of the term of office, or at any time during the term at the request of the church.

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

- ❖ **Secretary church board and business meetings.** Although a church secretary sometimes is delegated this responsibility, it is the duty of the clerk to see that this task is performed and properly entered in the church records. The official copy of the minutes should include complete copies of all reports, documents and financial statements. It is a public record which any church member or denominational representative can look at.
- ❖ **Church membership.** There must always be a vote by the church, not just the church board, to add or drop a name from the church membership roll, except in the case of the death of a member. The clerk handles the correspondence between the individuals seeking transfers and the churches with which the transfer is being made. The clerk also fills out a certificate and report 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 visit them and encourage them to transfer to a new church home.
- ❖ **Church records.** All church records, minutes of business meetings and board meetings, the church officer list, and the list of church members are maintained by the church clerk. This information is not only for the sake of the church family but portions of this information are also sent on special forms to the local conference office for its use in statistical reports. Also, it is vital that you supply copies of these records to new pastors and church board members so they have the information needed for their work.
- ❖ **List of committees.** The clerk should make note of any committees that are appointed and give the chairman 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.
- ❖ **Church directory.** It is the responsibility of the clerk to have an updated church directory produced as needed. This may be printed, photocopied, or produced for the church by one of the companies that makes photo directories. It should include non-member spouses and un-baptized children from 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.
- ❖ **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.

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

Duties & Responsibilities

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

1. The clerk should be present at all administrative meetings of the church. If for some reason the clerk is unable to attend any meeting, the assistant clerk should attend and take the minutes, (in the case of no assistant clerk, the pastor may appoint one of the board members to fill in).
2. Items to take to a meeting:
 - Manual or Electronic notebook
 - The minute book for the church with a copy of the minutes from the prior meeting for each member of the church board in attendance
 - A current list of the church membership
 - A list of all church committees and their members
 - A list of all church officers
 - Paper, in case a secret ballot is required
 - Pencils
3. To ensure that all members of the board are notified and invited to the next board meeting, either by email, phone, or in writing. This can be done by way of bulletin announcement, audio visual during regular service, or a regularly scheduled monthly meeting time.
4. To notify the pastor/church board chairman that the quorum has been met and the meeting can be called to order.
5. The clerk's report should include:
 - Current total membership of the church
 - Total members added since the beginning of the year
 - Total members transferring to another church
 - Total persons disfellowshipped
 - Report of any action taken on previous discussions of membership
 - Pending matters on membership
6. The minutes of the meeting will include:
 - Time and date of the meeting
 - Place of the meeting
 - Names of those present and absent
 - Actions voted by board
 - Resolutions; passed, adopted or denied
 - Committees elected, the members and their responsibilities
7. Document and file minutes of the board meeting.

Duties & Responsibilities

8. Record the acts or resolutions adopted by the board in the church minute book in the order in which they were adopted, specifying the date and time of the meeting
9. Sign the minutes taken of each meeting recorded in the minute book. (If an assistant took the minutes, the assistant should sign).
10. Keep the minutes of any business meetings of the church, to be read by any member requesting to do so.
11. File in alphabetical order:
 - Letters / Memos
 - Church Membership List / Family Unit Record (FUR)
 - Miscellaneous
12. The clerk should not add or delete any names from the membership list until the action has been approved by a business meeting of the church body. *SDA Church Manual, Revised 2005, 17 Edition, p. 59.*
13. Make a list of committees which are elected. This list should include the specific purpose or function of each committee. Give a copy of this list to:
 - The president of the committee
 - The pastor of the church
 - Keep a copy in the church files
14. Maintain a current list of the church officers.
15. Maintain a current list of the church membership which should include up-to-date information on addresses, phone numbers, birthdates, members and non-members of each family unit. This information is all kept on the FUR forms.
16. Complete and send to the Conference office the Local Church Officers List right after the election of new officers for the church. Church Officers elections in Allegheny West Conference take place every two years. If you change officers during the church year and/or non-election time, please make all necessary changes on the Local Church Officer Update Form and send to the Conference office, especially if they are the office of elder, treasurer, clerk or church (personal) ministries leader.
17. The clerk will complete the forms required for:
 - Registrations
 - Information
 - Credentials for Conference business meetings
 - Letters of Recommendation
 - Any correspondence of form requested by the pastor

18. Keep a record of member deaths including the dates and prepare a sympathy card to be sent to the family of the deceased.
19. Notify the pastor and church board of the requests for membership transfer to/from the church.
20. Request and/or send letters of membership transfer after approved by the church board and after the name has been published/read in the church for two consecutive Sabbaths.
21. Remove from membership the names of those who have died, transferred out, disfellowshipped or are missing (with the exception of deaths, after a business meeting of the church body has been conducted, not before).
22. Note the transfer requests in the FUR, but do not add/remove names until a letter of confirmation has been received.
23. Write to discouraged members, invite them to church, send notices of activity, etc.
24. Write any letters authorized or directed by the board, file any correspondence and advise the board of such.
25. Write to church members in military service, sending the Sabbath School Quarterly, subscriptions to *Message*, *Adventist Review and Visitor*. Get board approval on such an action.
26. Be concerned about members who have been absent and keep in contact with them by means of correspondence, giving them news, about the church so they will always have in mind about their responsibilities in submitting tithes and offerings. Send the Sabbath School Quarterly for adults and children.
27. Report new baptisms/professions of faith.
28. Ensure that copies of new information for membership are sent or given to the Pastor and the Conference Membership Clerk.
29. Maintain Membership File:
 - Complete a FUR on incoming members and place in “Active Membership” file after they have been voted in by your church.
 - The FUR should include name, address, telephone number, date received (by baptism, profession of faith, or transfer), date of birth, etc., date dismissed by transfer, death, apostasy, or missing), and date and page number of Church Record Book entry. It should also include information on other family members (SDA or non-SDA, adult or child) living in the household.
 - Outgoing members should be removed from “Active Membership” file. Record date of official action and how member was removed. Their FUR should be retained in the “Transferred or Dropped Membership”.

How do the **Pastor and Church Clerk** work together?

The pastor and the church clerk work closely in helping keep accurate records, provide agendas, calendars and newsletters. As a clerk, your responsibility and loyalty is to God, the pastor, the church board and the church at large. Your task is to make your pastor look good. Lift up and encourage your pastor. Furthermore, as a member you are to pray for your pastor daily.

You are privy to confidential information that is not to be given to any church member. It is vitally important that you have the ability to keep a confidence.

- Minutes
- Baptisms
- Preparing Agendas
- Preparing Calendars of Events
- Preparing Church Directories
- Creating Church Newsletters

How do the **Church Members and Church Clerk** work together?

You are the first individual with which the church member comes in contact. You are the first image of the church. You are an indispensable leader of your local church. The image you portray will either positively or negatively affect others. You are the liaison between the church and the pastor.

- Transfers of membership
- You are the first person they contact
- Inform on minutes of the church board
- The statistician of the church

How do the **Conference and the Church Clerk** work together?

You provide accurate and timely membership information. You work together with the membership clerk at the conference as a **TEAM**.

- You are indispensable to the Allegheny West Conference
- You are the statistician of your church for the Conference
- We need you. You are important!!!
- On the 5th day of the month following the end of a quarter, you ensure membership updates have been made in eAdventist or send manual statistical and membership update forms, complete attendance report online or send manual form.
- During Church Officers Elections, you update eAdventist or send the manual form.
- For Quadrennial Sessions, you send the list of delegates from your church.

What is eAdventist?

The Adventist church is always looking for ways to upgrade and improve its membership system. In the past few years, the North American Division has been working with the Northwest Pacific Union to develop and implement a membership accounting system that would be universal and ultimately implemented worldwide. The result is **eAdventist**, a comprehensive database published on a secure and protected website on the internet, accessible to all church clerks for the efficient and time-saving accounting of all church memberships.



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

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

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

If you would like access to the demo site on the internet, please call Amneris Martinez at the Conference office at 614-252-5271 ext. 28.

Included in this section are also the standard rules and procedures governing membership. Turning completely to technology will not alleviate the need to submit back-up paperwork to the Conference office or ignore the rules set out by the North American Division and the General Conference.

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

Minutes (Board and Business Meetings)

The church clerk is expected to take the minutes of church board and business meetings. If you are unable to attend a scheduled meeting, you should make necessary arrangements in advance, which are satisfactory to the chairperson, for a replacement to record the minutes.

Minutes should be typed / printed as soon as possible while notes are still meaningful and details can be more easily recalled. Provide a copy for the pastor and/or chairperson to read and approve before the final copy of the minutes is copied and distributed.

Supply a copy of the previous meeting minutes for each committee member.

Minutes should include the following

- Date and time of meeting
- Place of meeting
- Members present
- Members absent
- Invited guests present
- Agenda items
- Actions Voted (number by year & number of voted action)
- Major discussion items (even though no action is voted)
- Signature lines for the chairperson and the clerk to sign their names

Church Record Book

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

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

How to Maintain Permanent Church Record Book?

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

With the change to e-Adventist system the question arises;

“Do I have to send in paperwork to the Conference office anymore?”

The answer is: **YES.**

Not only should a computerized copy via e-Adventist be maintained, but all the paperwork that you completed prior to inputting that information into the computer should also be continued. In addition, the pastor and the Conference should receive copies for their records as well. On a regular basis, church records are audited and it is imperative that the church and Conference records match exactly.

Following is this schedule that must be maintained for auditing purposes:

1. Church Record Book – This is a permanent file never to be destroyed.
2. Church Board Meeting and Church Business Meeting Minutes. – These are permanent files.
3. Membership transfer forms, (green cards, FURs) – 3 months (until information has been recorded in the Church Record Book and has been entered in eAdventist by local church clerk or Conference Membership Clerk and new updated FUR form has been received as well as the acknowledgement of transfer form.

SUGGESTED FILES TO BE MAINTAINED

1. Church Board Minutes
2. Church Business Meeting Minutes
3. List of Church Officers
4. Correspondence (In and Out)
5. Church Bulletins
6. Current Membership FUR Forms in alphabetical order
7. Transfers of Membership FUR Forms
8. Missing Members FUR Forms
9. Apostatized Members FUR Forms

SUGGESTION FOR KEEPING MEMBERSHIP INFORMATION UP TO DATE

Hand out a form (you could use a blank FUR form or a copy of their current FUR form) and ask the members to complete all the information or make any changes and turn in at the end of the church service. Or you could create your own form including the information that is listed on the FUR form. Work to get dates of birth, school information for children, marriage dates, names of all those living in the household, whether members or not. Do this at least **once** a year.

An individual becomes a member of the Seventh-day Adventist Church in one of three ways:

1. Baptism
2. Profession of Faith
3. Letter of transfer from another Seventh-day Adventist Church

Baptism

1. When a person is baptized, a Certificate of Baptism is generated and it must be signed by the pastor and the church clerk.
2. When the person has been accepted into the church fellowship by vote of the congregation, the clerk must record the following personal information.
 - Name
 - Mailing address
 - Phone Number(s)
 - Date of birth
 - Marital status
 - Date of baptism
 - Officiating pastor
3. Record this information in eAdventist.net, in the Church Record Book or on a Church Membership Card for current card file.
4. If not in eAdventist, this information must be sent to the conference membership clerk right away so that it can be entered into eAdventist.

Re-Baptism

If a current member of your church is re-baptized, please enter it in eAdventist or if offline, send the information on the form and indicate it is a re-baptism.

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

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

Profession of Faith

1. The Certificate of Profession of Faith is signed by the pastor and the church clerk.

Membership Activity (Incoming)

2. When the person has been accepted in into the church fellowship by vote of the church body, not just the church board, the clerk must record the following personal information:
 - Name
 - Mailing address
 - Phone Number(s)
 - Date of birth
 - Marital status
 - Date of baptism
 - Officiating pastor
3. Record this information in eAdventist.net, in the Church Record Book or on a Church Membership Card for current card file.
4. If not in eAdventist, this information must be sent to the conference membership clerk right away so that it can be entered into eAdventist.

Transfer of Incoming Membership

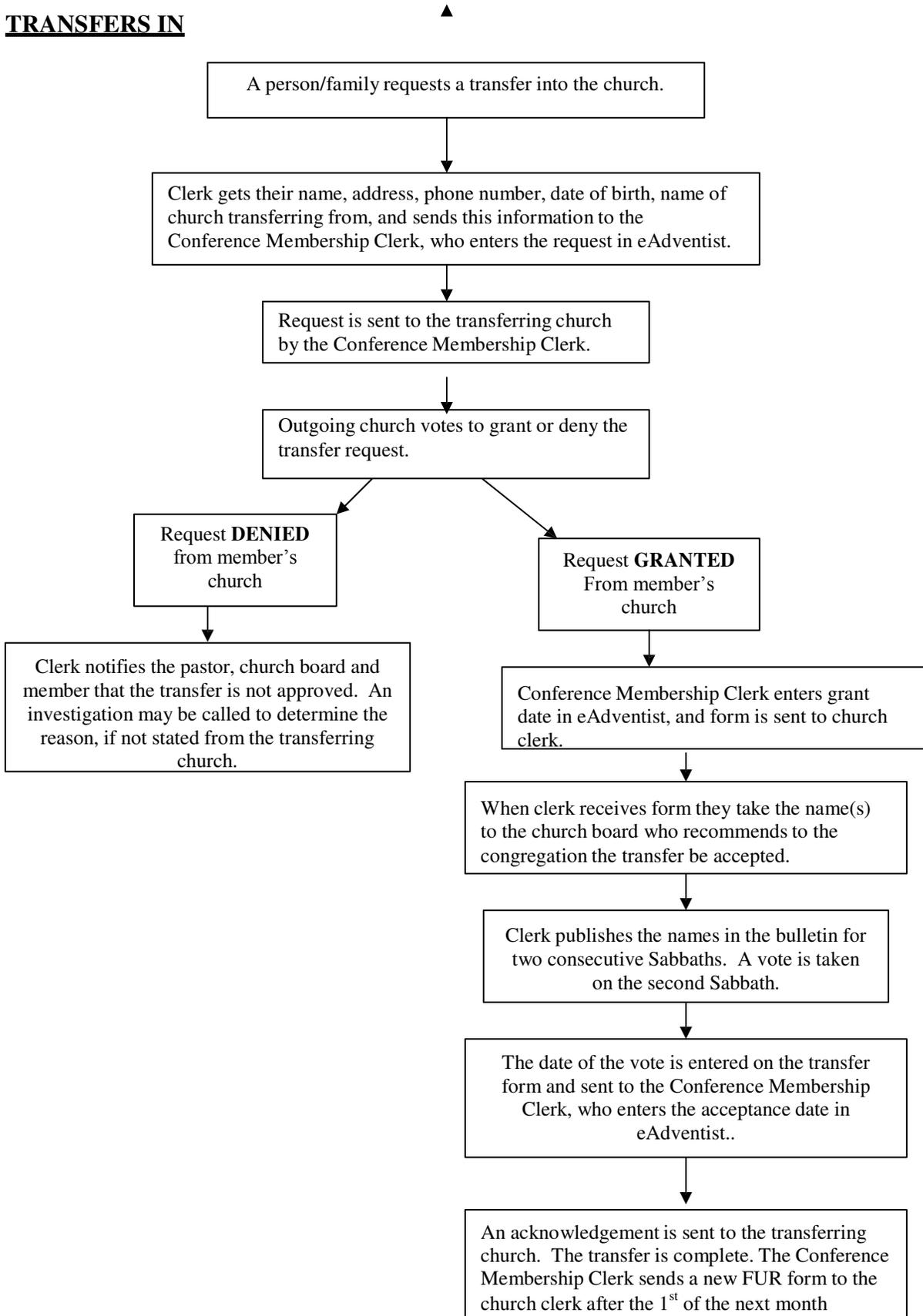
1. When a person comes to you requesting to join your church, obtain the full name of the person and the name of the church, city and state where their current SDA membership is located. Share this with the pastor or the church board (whichever is appropriate).
2. If you are online, you may initiate a transfer for this person to come into your church.
3. If you are offline, this information should be emailed or mailed to the conference membership clerk. **DO NOT SEND A REQUEST TO THE OTHER CHURCH.** The conference membership clerk is the conduit for offline clerks.
4. The transfer is taken to the board (if appropriate), then to the church body for first and second readings. The date of the second reading is the grant/recommended date. This date is entered into eAdventist.
5. If the clerk is offline, the clerk enters the second reading date on the transfer form and mails it back to the conference membership clerk. The conference membership clerk enters the date into eAdventist.

The conference membership clerk prints the transfer which now asks for the acceptance date. This form is sent to (you) the clerk who is asking for the transfer.

6. After instructing the pastor that this person is now ready to be accepted into your church, the name goes before the body for the first and second readings. The second reading is the official acceptance date which is the date that is entered into eAdventist.

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

TRANSFERS IN



An individual may leave the membership of a Seventh-day Adventist church in one of four ways:

1. Death
2. Transfer of Membership
3. Missing
4. Removed (apostasy)

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

1. If online, enter the date of death (confirm that the date of birth has been previously recorded) in eAdventist.
2. If offline, send the person's name, date of death and the date of birth to the conference membership clerk.
3. Record the date of death in the Church Record Book or this individual's Membership Card.

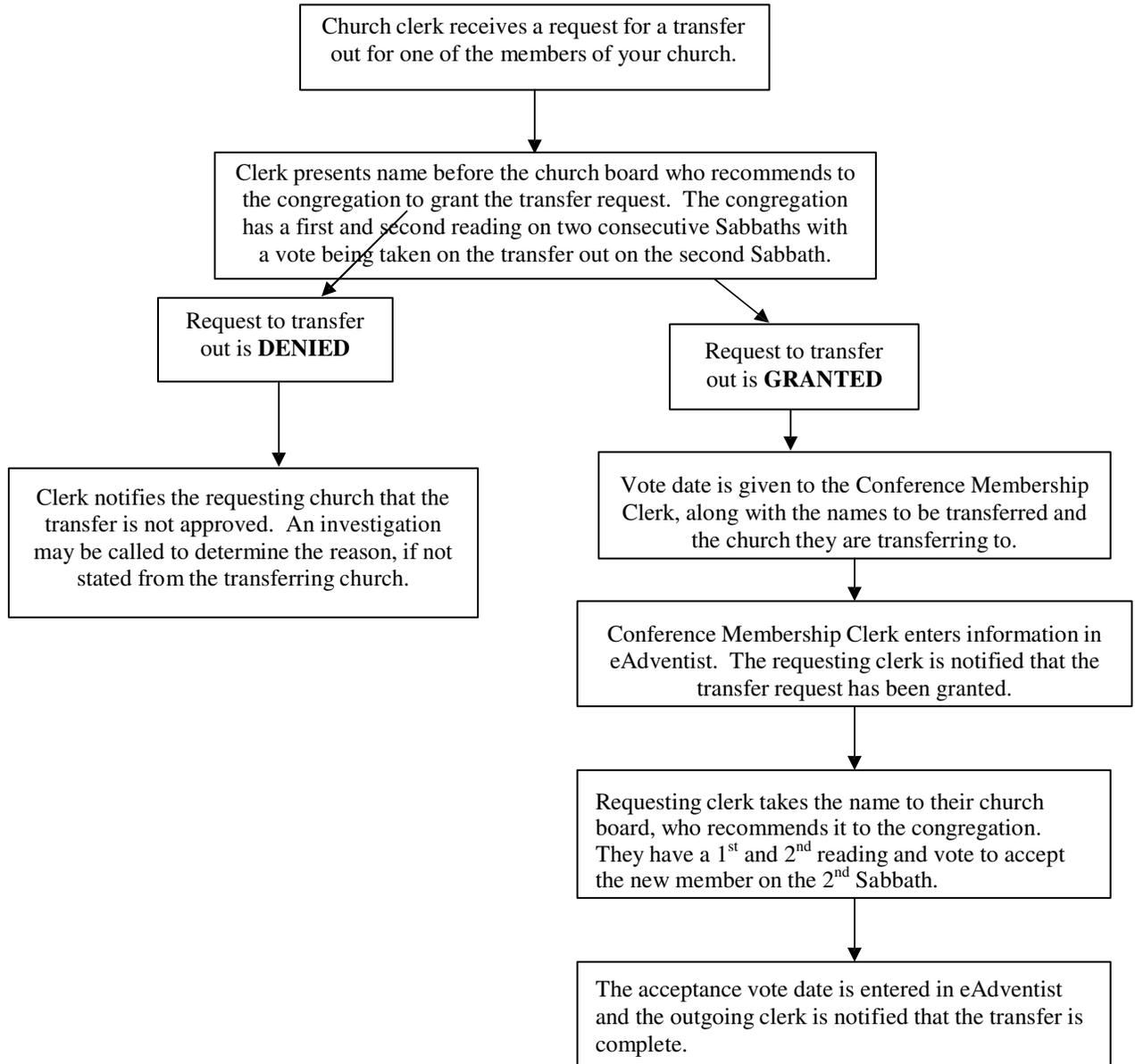
Transfer of Outgoing Membership

1. An online clerk will see a green light in the "To Grant" column of eAdventist. If offline, you will receive a notification of the transfer request by mail asking for a grant/recommended date for transfer.
2. Take the transfer to your church board (if appropriate) for approval.
3. The name is presented to the Church body for first and second readings.
4. The second reading is the official acceptance date which is the date that is entered into eAdventist.
5. An offline clerk needs to enter the date on the transfer form and return to the conference membership clerk so she can enter the date in eAdventist.

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

Note: If you have a transfer request that you are uncertain about, please talk with your pastor.

TRANSFERS OUT



Note: Transfers out can not be denied if the individual member is listed in good standing. If there are concerns you believe should be addressed, a letter of explanation or caution should be sent with the transfer.

Missing / Removed (Apostasy)

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

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

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

- I am attending Some Other SDA Church and will ask the church clerk to request my membership be transferred here.
- I wish to have my membership remain at this church.
- I no longer accept the teachings of the SDA church and wish to have my name removed from the SDA church membership list.

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

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

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

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

A members name can **ONLY be DROPPED** from church membership by a vote of the church in a duly called Business Meeting.

This information needs to be recorded in eAdventist.net or in your Church Record Book. If you are not on eAdventist.net, please contact the conference membership coordinator so that the information can be recorded.

SUGGESTIONS FOR KEEPING MEMBERS FROM BECOMING “MISSING”:

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

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

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

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

WHAT IS THE PURPOSE OF CHURCH DISCIPLINE?

To seek Reconciliation.

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

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

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

WHO IS RESPONSIBLE IN DEALING WITH SIN?

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

WHAT IF A MEMBER RESISTS CHURCH DISCIPLINE?

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

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

1. By vote of censureship
2. By vote of disfellowship

Censure has a two-fold purpose:

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

Who places censure on an individual?

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

Censureship – What it Means

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

Other important facts to remember:

- Censure does not carry any provision involving severance of church membership in case of failure to comply with any conditions imposed.
- At the expiration of the period of censure, inquire to ascertain whether the member under discipline has changed course.
- If conduct is satisfactory, the member may be considered in regular standing without further action.
- Church office must be by election.

- No church shall receive into membership a person who is under censure from another church.

Disfellowshipping Defined

“To disfellowship a member means to expel an individual from membership”. It is the ultimate in the discipline that the church can administer; it is the extreme measure that can be meted out by the church. (*SDA Church Manual, Revised 2005, 17th Edition, page 194*)

Reasons for Disfellowshipping

1. Denial of faith in the fundamental of the gospel and in the cardinal doctrines of the church or teaching doctrines contrary to the same.
2. Violation of the Law of God, such as worship of idols, murder, stealing, profanity, gambling, Sabbath-breaking, and willful and habitual falsehood.
3. Violation of the seventh commandment of the Law of God as it relates to the marriage institution, the Christian home, and biblical standards of moral conduct.
4. Such violation as fornication, promiscuity, incest, homosexual practice and other gross sexual perversions, and the remarriages of a divorced person, with exception of the “innocent party” in a divorce for adultery or for gross sexual perversions.
5. Fraud or willful misrepresentation in business.
6. Disorderly conduct which brings reproach upon the cause.
7. Adhering to or taking part in a divisive or disloyal movement or organization, such as, “Independent Ministries”.
8. Persistent refusal to recognize properly constituted church authority or to submit to the order and discipline of the church.
9. The use, manufacture or sale of alcoholic beverages.
10. The use, manufacture or sale of tobacco in any of its forms for human consumption.
11. The misuse of, or trafficking in, narcotics or other drugs.
12. In cases of flagrant violation of the Law of God, which have brought public reproach upon the cause, the church may deem it necessary, even though a sincere confession has been made, to disfellowship the member to protect its fair name and its Christian standards.

CAUTION IN DISCIPLINING MEMBERS

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

PROCEDURES FOR DISFELLOWSHIPPING

Can the pastor alone disfellowship? NO! So, how can there be a disfellowshipping?

1. The board makes a recommendation for disfellowship:
 - a. After the case is investigated (Matthew 18:16-18)
 - b. When there are two or three witnesses.
2. The pastor invites the church body to a business meeting.
3. The delinquent member is advised as to the date of the business meeting.
4. The church body votes at the business meeting. The majority of the votes determine the matter.
5. The quorum consists of those present. If the meeting has been properly called, the church and the day, hour and place of meeting is given.

THE IMPORTANCE OF REPORTING

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

Now that the conference is using eAdventist, you know that you can report your changes anytime. You do not have to wait to do it on a quarterly basis. If you are on eAdventist, when you enter in baptisms, professions of faith, deaths, changes of address, etc. you are in effect doing your report. But if you are **NOT** on eAdventist, you **MUST** send in your changes on the manual forms. Even if you are not using eAdventist to keep track of your membership, please remember; **THE CONFERENCE IS KEEPING TRACK FOR YOU ON eADVENTIST!** Therefore, it is vitally important for you to report quarterly to the Conference.

Every item of information requested on the forms should be supplied; NO EXCEPTIONS! The Conference Membership Secretary reports quarterly to the Union Office and the Union Membership Secretary must report to the Division Office who reports to the General Conference. Omissions or delay of the report on your part, seriously affects the work all along the way, especially when we get near the end of the year. Faithful attention to the details of the clerk's work greatly assists in keeping accurate records of our worldwide work.

ONLINE CLERKS (eAdventist trained)

Membership/Records Management Type: **Online**

System utilized:



Statistical Report

eAdventist is equipped with a reporting tool that will be utilized by the Conference Office to generate a Statistical Report. Therefore, eAdventist has eliminated the online clerk having to send an actual written Quarterly Report to the Conference Office. However, the online clerk is required to enter any and all membership updates by the 5th of the month following the end of a quarter. **These updates include:**

- Baptisms
- Profession of Faith
- Transfer Letters (Incoming)
- Transfer Letters (Outgoing)
- Death
- Removed/Dropped
- Missing

Attendance Report

eAdventist is equipped with an attendance reporting tool. However, at this time, this tool **does not** meet our needs as the report generated in the system does not provide us with a breakdown of attendance per Sabbath School class. This information is needed in order for the Conference office to report accurately to the Union. Therefore, until further notice, please complete your Attendance Report online. The link to this report can be found on our website www.awconf.org in the **Church Clerks Tab**. This report is due from all online clerks by the 5th of the month following the end of a quarter.

eAdventist Reporting Issues

Although we expect all online clerks to make all updates in eAdventist, we understand that from time to time, eAdventist reporting issues may occur. Should this be the situation, please complete the manual reports and submit to the Conference office. Please note that these forms are to be used by online clerks in case of an **emergency only**. These forms are not to take precedence over eAdventist reporting. All reports can be found on www.awconf.org in the **Church Clerks Tab**.

OFFLINE CLERKS (not eAdventist trained)

Membership/Records Management Type: **Offline**

System utilized: **Manual Recordkeeping**

Statistical Report / Membership Update

Being that you have not yet transitioned into an On-line eAdventist Clerk, kindly send the written Statistical Report in addition to the Membership Update (*this report should coincide with the statistical report*) to the Conference Office by the 5th of the month following the end of a quarter. The link to this report can be found on www.awconf.org in the **Church Clerks Tab**.

Attendance Report

This report is due from all offline clerks by the 5th of the month following the end of a quarter. For your convenience, a link to this report can be found on our website www.awconf.org in the **Church Clerks Tab** for its online completion or a pdf form can be downloaded/printed for manual completion.

In the report to the Conference:

1. Be sure there is no duplication of names. For example:

If a male -	Name:	Pedro
	Father's Surname:	Gonzalez
	Mother's Surname:	Moreno
	His Name is:	Pedro Gonzalez

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

If a female -	Name:	Maria
	Father's Surname:	Gonzalez
	Husband's Surname:	Garcia
	Her name is:	Maria Gonzalez de Garcia or Maria Garcia

Reason? Our sisters who come from other Spanish-speaking countries and are baptized in the U.S. have different last names. For example:

	Name:	Maria
	Father's Surname:	Gonzalez
	Mother's Surname:	Garza
	Husband's Surname:	Garcia

She may sign her name as:

Maria Gonzalez
Maria Garza
Maria Garcia

If she always signs as Maria Gonzalez de Garcia, it is all right because;

In the U.S. she would be known as Maria Garcia. In some documents they request the father and mother's surnames, but she would be known as Maria Garcia.

2. Make any note of changes of last name due to marriage.

3. In notifying the Conference:

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

In small churches where there is no church secretary, the church clerk may be asked to assume the responsibility of preparing the weekly church bulletin.

Church Directory

One of the responsibilities the church clerk may be asked to do is produce a church directory. This may be printed or produced by a company that makes photo directories. Often it will include nonmember spouses and non-baptized children from member homes plus regular attendees who are not yet baptized.

Since one of the purposes of the directory is to promote friendship within the congregation, it would be good to include a statement that “this is not an official membership list but a directory of church families.”

Committee Lists

The church clerk should keep a list of all committees appointed by the church. as should he/she also provide for the chairperson of the group a list of the members comprising the committee, along with an outline of the task the committee is being asked to accomplish.

Subscriptions

Members of the Allegheny West Conference are entitled to a free subscription to two periodicals:

- Columbia Union – **Visitor**
- General Conference – **Adventist Review**

The mailing addresses for these subscriptions are generated from eAdventist.net. Consequently you can see the importance of keeping member information up to date in the system. Entering (online clerk) or Sending (offline clerk) address changes and updates is a very important function of the church clerk. This one thing alone provides monetary savings to the conference.

Change of Address

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

What is the Conference Church?

The purpose of the Conference Church is for individuals that live far away from an established church facility or are unable to travel to a church building. In other words, the Allegheny West Conference Church is only a database to keep track of these individuals and to keep them informed via mailings of the goings-on within the church.

You may not transfer a member to the conference church just because he or she does not know where they will be going or what they want to do with their membership. Their member status resides with your church until they make a decision to transfer to a specific church or otherwise change their status.

Some people request transfer to the Conference Church because they are having difficulties with the pastor, officers or other members of the church. This situation requires the utmost intact when being addressed. If the member requesting transfer has a problem with understanding the purpose of the Conference Church, let them know you will submit the request to the Conference for consideration and the Conference will handle the situation from that point.

So, who can transfer?

- Persons or families living in isolated parts of the conference with no possibility of being ministered to by a local congregation who would otherwise be without church privileges.

To transfer a person:

1. Submit a written request on a transfer form, with a reason for transfer. Send all information to the Conference Membership Secretary.
2. The Executive Committee has empowered the Conference Officers to handle membership transfers. They will vote on whether or not to accept the transfer at their next meeting.
3. If accepted, you will handle the transfer out of your church like any other transfer.
4. If rejected, a letter will be sent to the member from the Conference explaining the reason for the rejection and a copy will be sent to the pastor.

Companies

Companies do not hold church membership. At the organization of a company, a charter list is signed by all those wishing to have their membership moved to the conference/company that is being organized. The company clerk must work with the conference membership coordinator to see that all names are reported and the location of the individual's current church membership is identified. It is absolutely essential to have the full name of the church along with the complete mailing address of the church. The conference membership coordinator works very closely with the company clerk to see that important information is obtained so that transfers can be completed.

At the organization of a company, the conference membership coordinator will prepare a letter for the company clerk outlining the necessary duties and time frame for these to be accomplished.

Mission Groups

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

FORMS

AND

SAMPLES

Local Church

STATISTICAL REPORT

Church: _____ Church Clerk: _____

City/State: _____ Date: _____ Quarter: _____

Directions for Using this Report:

1. This report is due from the **offline clerk** on the **5th day** of the month following the end of a quarter.
2. If any memberships have been added or dropped, a **Membership Update** form must be accompanied with this report.
3. Kindly submit this report via one of the methods below:
 - Mail to: 1339 E Broad Street, Columbus, OH 43205
 - Fax to: E-Fax - (614) 458-1113 or Main Fax - (614) 252-3246
 - Email to: memberships@awconf.org

Membership Added					
	Children <small>(through grd. 8)</small>	Teens	Young Ad. <small>(18-29 years)</small>	Adults	Total
Baptism					
Prof. of Faith					
Letter					
Adjustment	-----Do not write in this space-----				
Total					(A)
Membership Dropped					
	Children <small>(through grd. 8)</small>	Teens	Young Ad. <small>(18-29 years)</small>	Adults	Total
Letter					
Death					
Dropped					
Missing					
Adjustment	-----Do not write in this space-----				
Total					(B)

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

Local Church

MEMBERSHIP UPDATE

Church: _____ Church Clerk: _____

City/State: _____ Date: _____ Quarter: _____

Directions for Using this Update:

1. This update is due from the **offline clerk** in conjunction with the Statistical Report on the **5th day** of the month following the end of a quarter.
2. Kindly submit this report via one of the methods below:
 - Mail to: 1339 E Broad Street, Columbus, OH 43205
 - Fax to: E-Fax - (614) 458-1113 or Main Fax - (614) 252-3246
 - Email to: memberships@awconf.org

Members Added

Name	Address	Date of Birth	Date Admitted to Membership	a. Baptism b. Prof. of Faith c. Letter	▪ If by Baptism, name of Officiating Minister ▪ If by Letter, from what Church

Members Subtracted

Name	Address	Date of Birth	Date Subtracted from Membership	a. Letter b. Death c. Dropped d. Missing	▪ If by Letter, to what Church

Local Church

ATTENDANCE REPORT

Church: _____ Church Clerk: _____

City/State: _____ Date: _____ Quarter: _____

Directions for Using this Report:

1. This report is due from the clerk on the **5th** day of the month following the end of a quarter.
2. The **Sabbath School and Church attendance** count should be done on the **second** and **seventh** Sabbaths of each quarter.
3. The count for **Sabbath School** attendance should take place directly before class dismissal and should be conducted in the same manner and at the same time to assure accuracy and uniformity.
4. The count for **church attendance** should take place directly at the beginning of the sermon and should be conducted in the same manner and at the same time to assure accuracy and uniformity.
5. The **SDA School** attendance should only be completed on the **fourth** quarter report.
6. Kindly submit this report via one of the methods below:
 - Mail to: 1339 E Broad Street, Columbus, OH 43205
 - Fax to: E-Fax - (614) 458-1113 or Main Fax - (614) 252-3246
 - Email to: memberships@awconf.org
 - Complete online at: www.awconf.org

Sabbath School Attendance:	2 nd Sabbath	7 th Sabbath	Church Attendance:	2 nd Sabbath	7 th Sabbath
Cradle Roll			Non-SDA Visitors		
Kindergarten			Total Attendance		
Primary			<i>* This section below is to be completed on the fourth quarter only*</i>		
SDA School Attendance:					
Junior			<ul style="list-style-type: none"> ▪ Number of school-age children & teens in church families ▪ Number of above in SDA Schools ▪ Number of young adults attending SDA colleges and universities ▪ Number of young adults attending non-SDA colleges and universities 		
Earliteen					
Teen (grades 9-12)					
Young Adults (18-29)					
Adults					
Total					

Sabbath School Attendance Count Sheet

Directions for Using this Sheet:

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

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

<p>Second Sabbath Attendance</p> <p><i>Signature of person doing count:</i></p> <p>_____</p> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 10px auto;"></div> <p>Date of Count: _____</p>	<p>Seventh Sabbath Attendance</p> <p><i>Signature of person doing count:</i></p> <p>_____</p> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 10px auto;"></div> <p>Date of Count: _____</p>
<p>--- TOTALS ---</p>	

- FOR LOCAL CHURCH USE ONLY -

This document was created to assist you with keeping track of Sabbath School Attendance. Therefore, you do not have to submit this with your quarterly reports.

Church Attendance

Count Sheet

Directions for Using this Sheet:

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

Second Sabbath Attendance	Seventh Sabbath Attendance
<i>Signature of person doing count:</i>	<i>Signature of person doing count:</i>
_____	_____
<div style="border: 1px solid black; width: 150px; height: 30px; margin: 5px auto; text-align: center;">Non-SDA Visitors</div>	<div style="border: 1px solid black; width: 150px; height: 30px; margin: 5px auto; text-align: center;">Non-SDA Visitors</div>
--- COUNTS ---	
<div style="border: 1px solid black; width: 150px; height: 30px; margin: 5px auto; text-align: center;">Total Attendance</div>	<div style="border: 1px solid black; width: 150px; height: 30px; margin: 5px auto; text-align: center;">Total Attendance</div>
Date of Count: _____	Date of Count: _____

- FOR LOCAL CHURCH USE ONLY -

This document was created to assist you with keeping track of Sabbath School Attendance. Therefore, you do not have to submit this with your quarterly reports.

Local Church

OFFICER UPDATE

Church: _____ Church Clerk: _____

City/State: _____ Date: _____ Quarter: _____

Directions for Using this Update:

1. This update is to be completed as changes occur.
2. Kindly submit this update via one of the methods below:
 - Mail to: 1339 E Broad Street, Columbus, OH 43205
 - Fax to: E-Fax - (614) 458-1113 or Main Fax - (614) 252-3246
 - Email to: memberships@awconf.org
 - Complete online at: www.eAdventist.net

Existing Officers / Changes to information

- If an officer is continuing in their role(s) and their contact data (e.g. address, telephone number or email), needs to be updated, please select the “Existing Officer” tick box, and complete **only** the information that needs to be updated.

New Officers

- If a new officer is appointed or elected, please select the “New Officer” tick box, complete their title, name, address, phone number and email address in the spaces provided below.

Names and addresses of Church Officers:

Office:	Name	Address	Telephone #	Email Address
<input type="checkbox"/> New Officer <input type="checkbox"/> Existing Officer			<input type="checkbox"/> Cell <input type="checkbox"/> Home	
<input type="checkbox"/> New Officer <input type="checkbox"/> Existing Officer			<input type="checkbox"/> Cell <input type="checkbox"/> Home	
<input type="checkbox"/> New Officer <input type="checkbox"/> Existing Officer			<input type="checkbox"/> Cell <input type="checkbox"/> Home	
<input type="checkbox"/> New Officer <input type="checkbox"/> Existing Officer			<input type="checkbox"/> Cell <input type="checkbox"/> Home	
<input type="checkbox"/> New Officer <input type="checkbox"/> Existing Officer			<input type="checkbox"/> Cell <input type="checkbox"/> Home	



Family Unit Record

03/03/2016

Mail to:
 Membership Records
 1339 E Broad St
 Columbus OH 43205-1503

Address	City, State/Prov, Postal Code	Carrier Rt	Delivery Stopped	Conf?	Phone (home)	Unlisted?	Union Paper
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Mailing Address/PO Box (if different than above)	City, State/Prov, Postal Code	Carrier Rt	Delivery Stopped	Conf?	Phone (work)	Unlisted?	Review
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Alternate Address	City, State/Prov, Postal Code	Carrier Rt	Delivery Stopped	Conf?	Phone (alt)	Unlisted?	Promo Mail
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Name	Previous Name	Gender	Born On	Member?	Church	Baptised On	Transferred On	
Email	Marital Status	Married On	Mobile Phone	Language	Work Phone	Occupation	Grade School	School Type

Baptism
 Rebaptism
 Prof of Faith
 *Letter Received
 *Church _____ Date _____ Signed _____
 Deceased
 Missing
 Removed
 *Letter Granted
 *Church _____ Date _____ Signed _____



USER ACCOUNT AUTHORIZATION

Please create an eAdventist.NET user account for:

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

Email address (Please print or type)

with the following role:

Church clerk (read-only)

Pastor (read-only)

Church clerk

Other _____

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

User signature

Date

I, the pastor (for church clerk),
 conference secretary/HR (for pastor), authorize the person named above to

have the access specified to the membership data for following organization:

Church name (Please print or type)

Authorizing signature

Date

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

Any Seventh-day Adventist Church
Anytown, OH

MINUTES OF THE CHURCH BOARD
January 5, 2014
7:00p.m.

Members Present: Jack Frost, Chairman, Chung Lee, Clerk, John Ace, Bob Builder, John Carter, Ann Smith, Sally Peabody

Members Absent: Mary Lamb, James Peach

Opening Prayer: Jim Newton

Guest: Manny Rivera

01:2014 Voted to accept the agenda as presented with the additions suggested.

02:2014 Voted to accept the minutes of the Church Board meeting held 12/28/13.

03:2014 Voted to accept the treasurer's report for December 2013.

04:2014 Voted to authorize the purchase the purchase of a projector for the church for up to \$500.00.

Discussion of New Audio Visual Equipment

Vote # ← 05:2014 Voted to recommend to the church body the transfer of membership for Jack and Jill Rhymes from the Hope Seventh-day Adventist Church in Anytown, OH.

06:2014 → **Current Year** Voted to adjourn

Closing prayer: Shirley Carter

Jack Frost, Chairman

Chung Lee, Church Clerk

Transfers of Membership

Your Church Name

Attn:

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

Return Address:

Membership Records
AWC of S.D.A
1339 East Broad St
Columbus, OH 43205

Or fax to: 614-252-3246

Phone: 614-252-5271 ext. 28

REQUEST TO RECOMMEND *Transferring to...*

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

Barney Rubble

Requested 9/10/2006

Date recommended: _____

Signature (church clerk): X _____

Mail or fax to Return Address above

Transfers of Membership

Your Church Name

Attn:

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

Return Address:

Membership Records
AWC of S.D.A
1339 East Broad St
Columbus, OH 43205

Or fax to: 614-252-3246

Phone: 614-252-5271 ext. 28

RECOMMENDATIONS TO ACKNOWLEDGE *Transferring from...*

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

Barney Rubble

Recommended 9/10/2006

Date accepted: _____

Signature (church clerk): X _____

Mail or fax to Return Address above

Transfers of Membership

Your Church Name

Attn:

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

Return Address:

Membership Records
AWC of S.D.A
1339 East Broad St
Columbus, OH 43205

Or fax to: 614-252-3246

Phone: 614-252-5271 ext. 28

ACKNOWLEDGEMENTS *Completed transfers to...*

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

Barney Rubble

Accepted 9/10/2006

Sample Letter of Recommendation

Date

Company Name

Address

City, State, Zip Code

Re: Letter of Recommendation for _____

To Whom It May Concern: (or a specific person if known)

I have had the pleasure of knowing _____ for approximately _____ years. As Pastor of the _____ church I have been very impressed with _____. Not only is _____ a kind and sincere person, but also a dedicated church member.

I highly recommend _____ for _____ with your institution because he/she is a bright and dedicated individual with extensive capabilities and the will to follow what the Lord as of him/her. _____'s motivation extends beyond his/her willingness to sacrifice for an education, and to the greater purpose of receiving an education for a higher calling.

If you have any questions, please feel free to call me.

Sincerely,

Pastor

Sample Letter for Sabbath (Work #1)

Date

Company Name

Address

City, State, Zip Code

To Whom It May Concern:

_____, an employee of your company, is a member of the Seventh-day Adventist Church and observes the seventh day of the week as Sabbath according to the Scriptures, from sunset Friday until sunset Saturday each week, (see Exodus 20:8-11; Leviticus 23:32; and Mark 1:32)

We would appreciate you allowing Mr. /Ms. /Mrs. _____ to have Sabbaths off work in harmony with his/her religious convictions. He/She does not request to have Sabbaths off in order to have an extra day at home to catch up on odd jobs or to engage in recreation or amusements. Secular activities – shopping, sports, employment and entertainment – are laid aside. The Sabbath is sacred to him/her, and he/she devotes these hours to God.

It would be a violation of Mr. /Ms. /Mrs. _____'s deeply-held religious convictions to work on the Sabbath. We therefore respectfully request that you make an accommodation for his/her religious beliefs, observances and practices in harmony with Title VII of the Civil Rights Act and the guidelines of the Equal Employment Opportunity Commission.

Mr. /Ms. /Mrs. _____ is willing to swap shifts with another employee who might have a different religious practice, or he/she will work Saturday nights after sundown, Sundays, or whatever other solution you might suggest. I would be happy to assist you in finding a solution if you wish.

Sincerely,

Pastor

(or Director of Public Affairs and Religious Liberty)

Sample Letter for Sabbath (Work #2)

Date

Company Name

Address

City, State, Zip Code

To Whom It May Concern: (or a specific person if known)

This is to certify that _____ is a member in good standing with the _____ Seventh-day Adventist Church in (city/state).

As a Seventh-day Adventist, he/she observes the seventh-day of the week as our Sabbath day of worship from Friday at Sunset to Saturday at sunset. We do not request that he/she have the Sabbath off in order to have an extra day at home to catch up on odd jobs or to engage in recreation, amusements, or secular activities such as shopping, sports, employment or entertainment. The Sabbath is sacred to us and we devote these 24 hours to God. It would be a violation of our deeply-held religious convictions to work on the Sabbath.

I, as his/her minister, respectfully request that you make accommodations for his/her religious beliefs, observances and practices in harmony with Title VII of the Civil Rights Act and the guidelines of the Equal Employment Opportunity Commission. Thank you for addressing this matter as soon as possible.

Sincerely,

Pastor

Sample Letter for Sabbath (Work #3)

Date

Company Name

Address

City, State, Zip Code

To Whom It May Concern: (or a specific person if known)

Recently I became a member of the Seventh-day Adventist Church and have begun to observe the seventh day as the Sabbath as taught by the Seventh-day Adventist Church in harmony with the Old and New Testament teachings in the Bible.

I do not request to have the Sabbath off in order to have an extra day at home to catch up on odd jobs or to engage in recreation or amusements. Secular activities – shopping, sports, employment or entertainment – are laid aside. The Sabbath is sacred to me and my family, and I devote these hours to God.

It would be a violation of my deeply-held religious convictions to work on the Sabbath, which begins at sunset Friday and ends at sunset Saturday. I therefore, respectfully request that you make an accommodation for my religious beliefs, observance and practice in harmony with Title VII of the Civil Rights Act and guidelines of the Equal Employment Opportunity Commission.

I would cooperate in helping to work out an accommodation and have the following suggestions:

1. Change to a shift or department that does not operate on Friday night or Saturday.
2. Swap shifts with another employee.
3. Work on Sundays or holidays in place of Saturday.
4. Work a flexible schedule so that I can leave the job on Friday afternoon or an hour before sunset.
5. Make a temporary accommodation while a permanent one is being arranged.
(This could entail a temporary assignment to another job or use of a portion of my annual leave.)
6. Examine some other plan that you might suggest as a solution. I will be glad to discuss this further with you in person at your earliest convenience.

Sincerely yours,

Church Member Name

Date

High School
Street Address
City, State, Zip Code

To Whom It May Concern:

This is to verify that _____ is a member in regular standing in the Seventh-day Adventist Church.

He/She observes the biblical Sabbath from Friday at sunset to Saturday at sunset for worship, and as a result, does not participate in secular activities during these sacred hours.

We respectfully request that he/she be allowed to take the SAT test that is scheduled for a Saturday on another day of the week.

Sincerely,

Pastor

Sample Letter to Newly Baptized Members

Date _____

Dear _____:

We share the joy and thanksgiving to God for your baptism and entry into our church family on last Sabbath. Your presence will certainly do much to assist us in fulfilling the gospel commission to carry the gospel to the entire world.

We at _____ Church are determined to see Jesus in peace and to do so with every member of our church family present on that great day. Please note the following services and times which are designed for our spiritual growth:

Prayer meeting:	Wednesday, 7:30 p.m.
Sabbath School:	Saturday, 9:30 a.m.
Pastor's Bible Study Class:	Saturday, 10:00 a.m.
Choir Rehearsals:	
Children:	_____
Youth:	_____
Adult:	_____
Friday Vespers:	Friday, 7:30 p.m.
Adventist Youth Meetings:	Saturday, 4:00 p.m.

(If you have children, we have special classes for them every Sabbath morning beginning at 10:00 a.m.)

For your convenience we have listed below some important phone numbers you may want to keep handy:

Pastor:	_____
1st Elder:	_____
Deacon:	_____
Treasurer:	_____
Member nearest you:	_____
Spiritual Guide:	_____

We welcome you with love into our church family and pray God's blessings upon you and your family as we walk together in the footsteps of our Master. We have the blessed hope that Jesus is coming soon. Let us, through the grace of Christ, strive for that goal.

Sincerely,

Pastor

Clerk

Sample Letter to Missing Members

Date

Dear _____:

For several weeks now your church family has noticed an empty space where you normally sit (in choir, Sabbath School class, Pathfinder club, etc.) Part of the joy of worship is to experience the presence of God with those you love.

We miss you greatly and pray that we may worship together with you this coming Sabbath.

If you are experiencing some problems, or if you want us to pray for you, please do not hesitate to pick up the phone to make a simple phone call or write me a brief note. We are here to help you spiritually and you are constantly in our prayers.

Sincerely,

Pastor

Contact Information



Mailing Address:

Allegheny West Conference
Office of the Executive Secretary
1339 East Broad Street
Columbus, OH 43205

Fax Numbers:

(614) 252-3246 – Main Fax
(614) 458-1113 – Dept. Fax

Membership Email:

memberships@awconf.org

Secretariat Office:



Executive Secretary

Marvin C. Brown, III
mbrown@awconf.org
(614) 252-5271 ext. 26



Executive Assistant

Amneris Martinez
amartinez@awconf.org
(614) 252-5271 ext. 28