

## MAINTAIN INCOMING MEMBERSHIP RECORDS

A person becomes a member of the local Seventh-day Adventist Church in one of three ways: (1) baptism, (2) profession of faith, (3) transfer of membership from another Seventh-day Adventist Church.

The responsibilities of the church clerk/statistical secretary are outlined as follows for each situation (see also *SDA Church Manual*, Chapter 6, section entitled “Transferring Members”):

### Baptism

1. When a person is baptized, the Certificate of Baptism (Appendix C) must be signed by the pastor and the church clerk/statistical secretary.
2. When the person has been accepted into church fellowship by vote of the congregation, not just the church board (see *SDA Church Manual*, chapter 7, section entitled “The Church Clerk”), the clerk must record the person’s name, address, telephone number, date of birth, grade in school where applicable, date of baptism, and the officiating pastor on the Family Unit Record (FUR) (Appendix D). If the baptized person is a member of a family that is already members of your church, enter the information of the baptism onto the FUR of the family. If they are not a member of a family in your church, use a blank FUR to report the detailed information. Make a copy for yourself and mail the original to Membership Records at the Conference Office.
3. Record the same information in the *Church Record Book* or on computer file.

### Profession of Faith

1. The *Certificate of Profession of Faith* (Appendix E) is signed by the pastor and the church clerk/statistical secretary.
2. When a person is accepted by profession of faith into church fellowship by vote of the congregation, the clerk must record the person’s name, address, telephone number, date of birth, date admitted to membership, and the name of the pastor on the Family Unit Record (FUR) (Appendix D). If the person is a member of a family that is already members of your church, enter the information of the baptism onto the FUR of the family. If they are not a member of a family in your church, use a blank FUR to report the detailed information. Make a copy for yourself and mail the original to Membership Records at the Conference Office.
3. Record the same information in the *Church Record Book* or on computer file.

## MAINTAIN OUTGOING MEMBERSHIP CHANGES

In one of four ways a person may leave the membership of a Seventh-day Adventist Church. They are: (1) death, (2) transfer of membership, (3) apostasy, (4) considered missing. The following is how each one should be recorded:

### Death

1. Record the date of birth and date of death on the Family Unit Record (FUR). Make a copy for yourself and mail the original to Membership Records at the Conference Office.
2. Record the same information in the Church Record Book or on computer file.

### Apostasy and/or Missing

1. Members who have apostatized and/or who have been determined missing may be removed from church membership **ONLY BY VOTE OF THE CHURCH**.
2. Record the person's name, last known address, telephone number (if known), date of birth, and date removed from membership on the Family Unit Record (FUR). Make a copy for yourself and mail the original to Membership Records at the Conference Office.
3. Record the same information in the *Church Record Book* or on computer file.