

Updating Member/Non-Member Records

[eAdventist](#) is the online database we use for managing our member and nonmember records. For each member the following information should be recorded in eAdventist:

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

For each nonmember it is recommended that the following information be recorded in eAdventist:

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

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.

Concerns Regarding the Use of Personal Information

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.

Others are concerned that they will start receiving a lot of mail from the conference. 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

Called The Gleaner in our union, this magazine goes out monthly to everyone on the subscriber list in the North Pacific Union Conference.

2. 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.)

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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

Entering Status Changes

Another part of the information that clerks update is a person's membership status. The church clerk is responsible for promptly entering into eAdventist or reporting to the conference clerk the following status changes:

- A nonmember joins the church by baptism or profession of faith
- A member is rebaptized
- A member passes away
- A member is not able to be located after a thorough search
- A member is removed from membership because of apostasy

Important note: "No Names Added or Removed Without Vote — The clerk has no authority to add names to or remove names from the membership record without a vote of the church, which must always vote to add or remove a name, except in the case of the death of a member. When a member dies, the clerk will record the date of the death in the membership record." (Church Manual - 18th Edition; page 80)

Corresponding with Church Members

"The clerk should correspond frequently with absent members and should pass on to them news of church progress, encouraging them, in turn, to report their Christian activities each quarter." (Church Manual - 18th Edition; page 168)

There are many ways to keep in touch with absent members but here are a few suggestions:

- Mail or email them the church newsletter
- Mail them the church bulletin from the previous week with a note that they were missed

- Call them to see how they are doing and if there is any way the church can help
- Mail or email them a note to check in with them
- Send them cards for Christmas and/or their birthdays
- Keep inactive members on the Adventist Review and Gleaner mailing lists

Additional Inactive/Missing Member Resources:

- Ministry Journal Article: [Connecting with Missing Members \(pdf\)](#)
- Adventist Review: Special issue for former/nonattending members (pdf)
- [Reconnecting: Winning back inactive and former church members](#)
- Reaching and Reclaiming Missing Members (pdf)

Taking Minutes for Church Meetings

"The clerk serves as secretary of the board and is responsible for recording, presenting, and preserving the minutes of the meetings." (Church Manual - 18th Edition; page 126) Although a church secretary sometimes is delegated the responsibility of taking the minutes at church meetings, 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. "When the clerk, as secretary, cannot attend a business meeting, the clerk should arrange for an assistant to be present to take the minutes." (Church Manual - 18th Edition; page 79)

View or download the [learn more about accurately and correctly recording meeting minutes.](#)

- What information to include in meeting minutes
- What information not to include in meeting minutes
- Storage of meeting records
- Standard format for meeting minutes

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Notifying the Conference of Session Delegates

The Oregon Conference holds regular sessions quadrennially (every four years) to elect officers, receive reports and address any other items as needed. The session delegates for the Oregon Conference are member in regular standing of the Adventist Church and must be present at the session in order to vote.

Information will be sent out to Church pastors and clerks prior to the session with information regarding selection of delegates. Each Church in the Oregon Conference is entitled to one delegate for the organization and an additional 400 delegates are distributed among the churches based on the membership report at the close of the third quarter the year before the session will be held.

Since the members of Companies in the Oregon Conference are technically members of the Oregon Conference Church, Companies are asked to recommend delegate names to the Conference Executive Committee to be selected. Typically the pastor for the company is contacted regarding qualified members.

In addition to regular sessions (often referred to as "Constituency Session"), the Executive Committee may call Special Sessions of the conference when needed. Churches will be notified at least three weeks before a Special Session is held.

Reporting Information as Requested

The number of reports that must be submitted to the Conference by mail, email or fax has decreased in recent years because of the use of the eAdventist database. However, the following information does need to be reported to the Conference when requested.

Fall Quarter Attendance. Each year, in the fall, a request is emailed to each Church and Company requesting that six weeks of attendance be recorded and submitted to the Conference. The request is sent to the congregation's pastor(s) and the attendance secretary.

However, if no attendance secretary is listed in eAdventist or the attendance secretary does not have a valid email address, the request will be sent to the following officers' email addresses: pastor, head elder, clerk, head deacon, secretary.

[View or download a standard fall quarter attendance report \(pdf\)](#)

Additional Information

- [Information sheet about baptisms, professions of faith and rebaptisms \(pdf\)](#)
- [Information sheet about missing members \(pdf\)](#)