



CHURCH CLERK TRAINING

QUICK START GUIDE

January 27, 2024

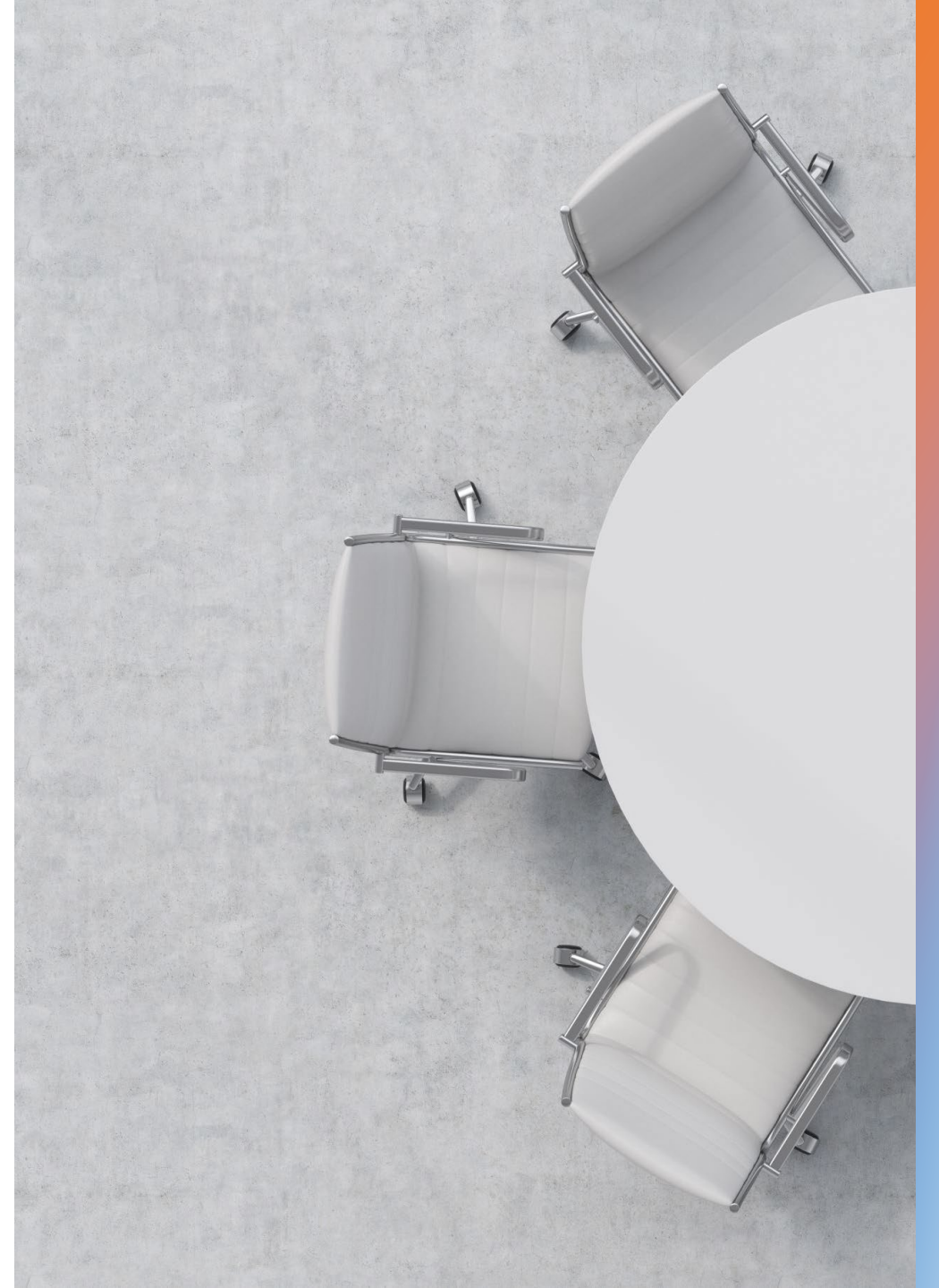
Nadia Avelar Martinez

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 1:22-23)

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

- 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 bulleting
- Communicating with members




SECRETARY: BOARD AND BUSINESS MEETINGS

Minutes-should include the following item:

- 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
 - Any motions that are passed or rejected
 - Treasurer's report
 - Old business
 - New business
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PREPARING FOR A BOARD OR CHURCH BUSINESS MEETING

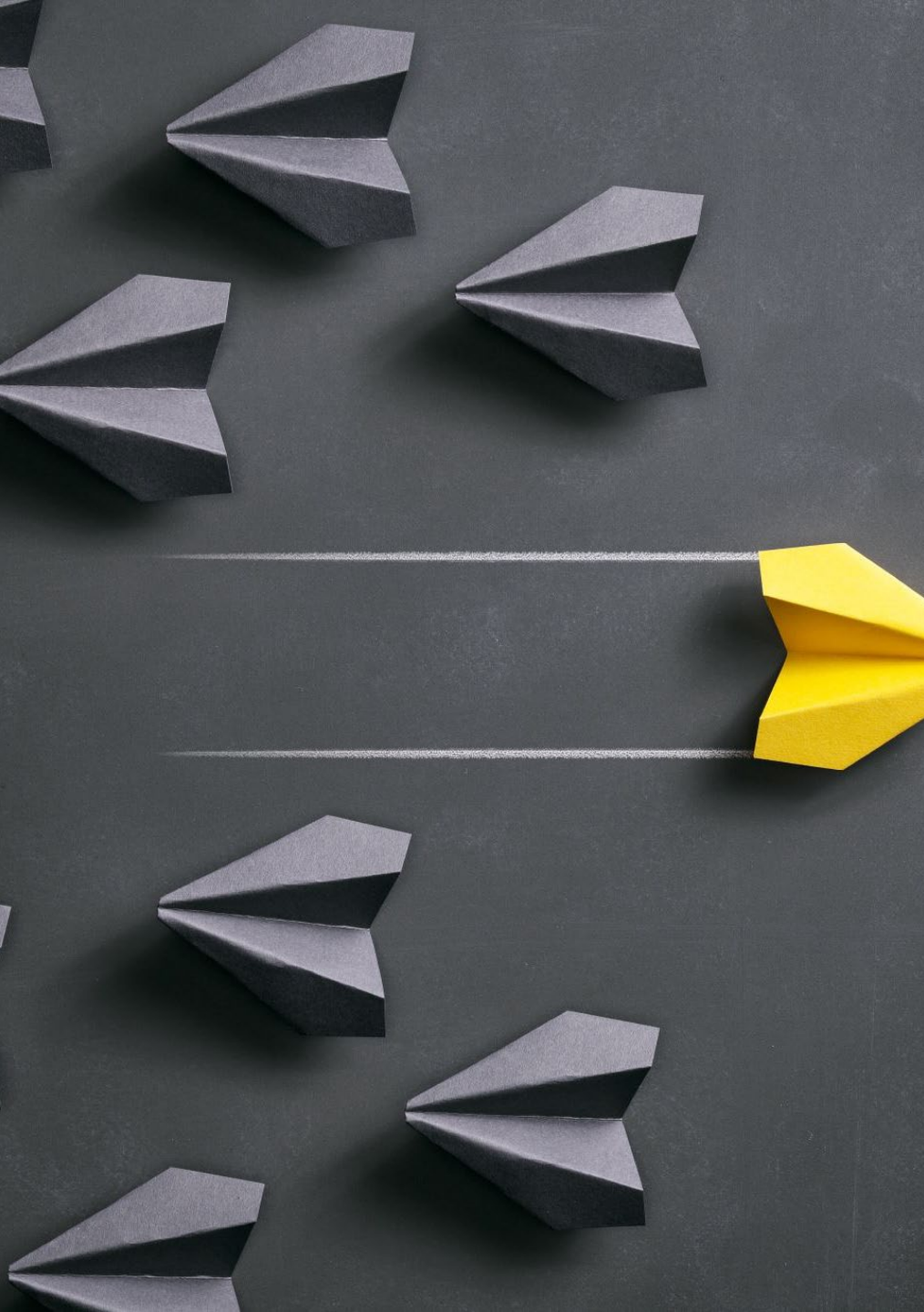
- Make sure the meeting is announced in church typically two (2) Sabbaths prior to the meeting & announced verbally the Sabbath before the scheduled meeting date
 - Go through the minutes of previous meetings to see if old business needs to be discussed and if any votes need to be made
 - Prepare an agenda listing all old and new business. Make enough copies for each person attending*
 - Have extra paper and pens to distribute during the meeting, in case a written vote needs to be taken
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CHURCH BUSINESS MEETING MINUTES

- 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 business meeting
- Treasurer's report
- Old business
- New business

*TIP: Receive any new business items for the agenda several days in advance of the meeting so they can be put in the agenda in a timely manner





TIPS ON NOTE TAKING

- Type or handwrite your notes. Make sure they are kept in a secure place at the church *(remember to return all electronic files, notebooks and copies of minutes to the church)
- Try to comprehensively describe the action taken.
- With each motion you will need to record whether the action was moved and seconded as well as voted on. Also note if the motion was passed or rejected

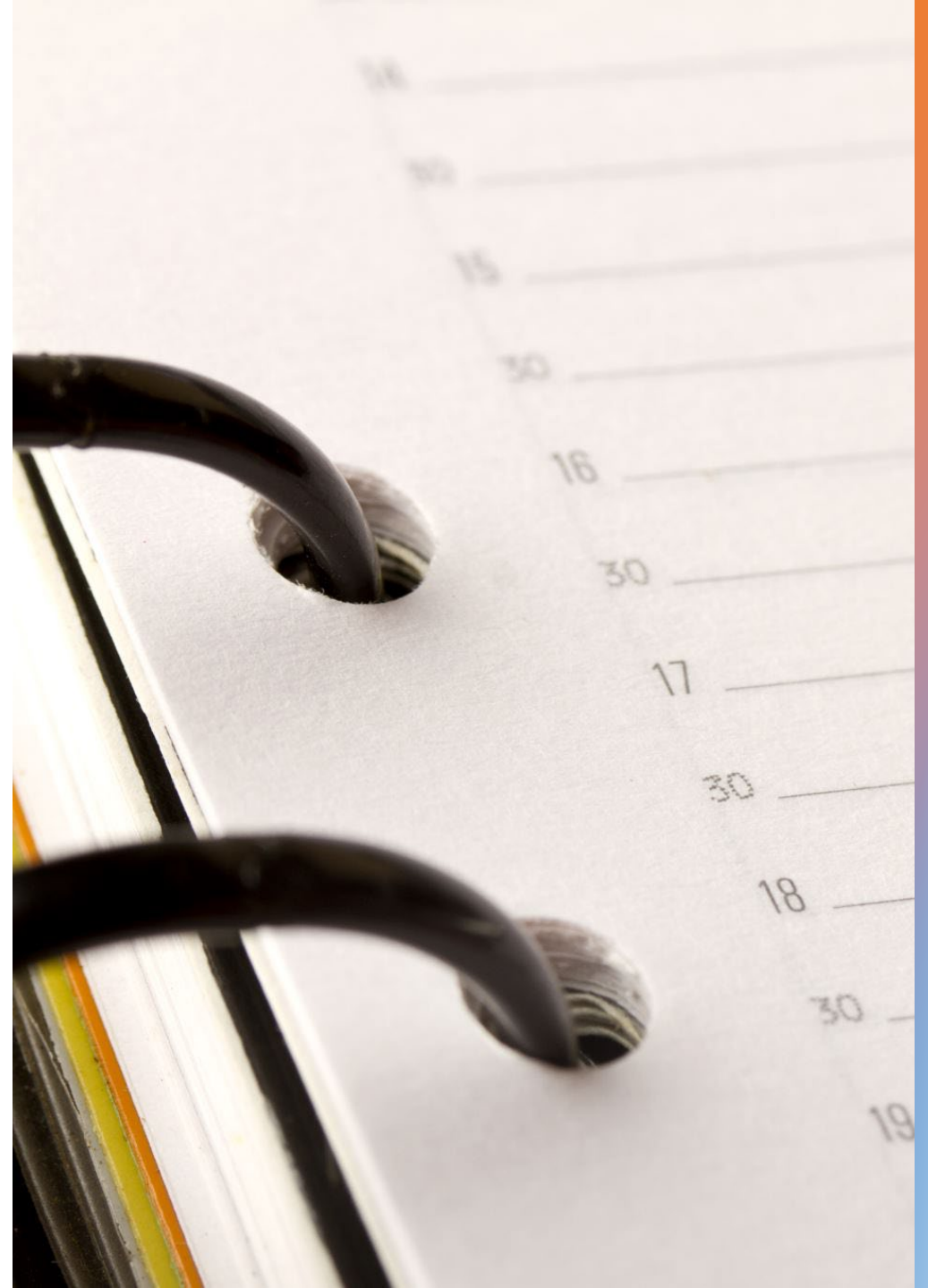
A close-up photograph of a person's hand holding a dark blue pen, poised to write on a document. The document features a table with several columns and rows of text, though the text is blurred. The lighting is soft, highlighting the texture of the skin and the metallic tip of the pen.

MORE TIPS FOR EASIER NOTE-TAKING

- Sit near the chairperson.
- Use the meeting agenda as an outline for your notes.
- When taking notes for anything other than motions, try to record *the key themes* of the discussion rather than verbatim comments
- If taking hand notes, use consistent abbreviations or a type or shorthand that works for you
- Try to mark things that need follow-up or further discussion
- Give lots of attention to listening
- Be concise in your note-taking.

RESPONSABILITES AFTER THE MEETING

- Organize your notes into typed minutes
- Sign the notes as the official recording secretary
- Give a copy to your pastor
- Bring the typed minutes to your next board meeting (remind board members of any actions that were voted that may need further work by the board)



CHURCH MEMBERSHIP RECORDS

Making sure membership transfers, baptism records, deaths and current contact information is kept up-to-date and readily available

eAdventist is the official source for membership records for your church, there are two (2) methods of maintaining them: *Online* and *Offline*

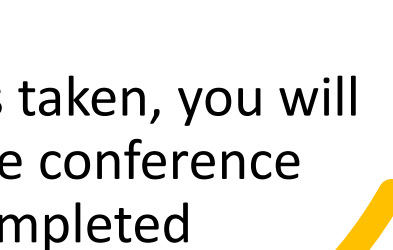
MEMBERSHIP
TRANSFERS
INTO
YOUR
CONGREGATION

1. Write or email conference clerk, including prospective member's name, birth date and former church
2. Conference clerk will notify you by mail or email when they've received a response. At this point, the name and request for transfer must be taken to your local church board to vote to recommend the transfer of membership to the church body
3. The name(s) should be read for two (2) consecutive Sabbaths. On the 2nd Sabbath, the members will take a vote. At this time the new members are welcomed into the fellowship of your local church body
4. After vote is take, you will notify your conference clerk-who will enter the vote in eAdventist.

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MEMBERSHIP TRANSFERS *OUT* OF YOUR CONGREGATION

You will receive a request for membership transfer from another church's clerk-via your conference clerk

1. Present the request to the church board
 2. After board has voted to recommend it to church body, two readings of the names should be made to the church body on two (2) consecutive Sabbaths.
 3. After the vote for transfer has been held, notify your conference clerk. Your conference clerk will enter the vote in eAdventist, which will notify the church clerk in the receiving church
 4. After the vote of the receiving church is taken, you will receive a letter of confirmation from the conference clerk that the membership has been completed
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MEMBERSHIP RECORDS

No one person can add or delete names from church membership roles. 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

At the time of baptism, a certificate of baptism is presented.

Give the certificate to the pastor for presentation to the baptismal candidate with all information filled out.

As church clerk, you should work with the deacon/deaconess committee to plan the celebration of this important spiritual event



OTHER CLERK DUTIES

- Work closely with the SS teachers in recording the attendance.
- Keep lists of church committees. Any committee that is appointed should be listed with members who are a part of the committee.
- Church bulletin (if no secretary) for weekly church services
- Keeping a current church directory to facilitate communication between church members.
 - Includes names of members, non-members (spouses), and unbaptized children. Home addresses, email addresses, phone numbers, birthdays/anniversaries (optional)
 - This directory is NOT AN OFFICIAL membership list*

**THANK YOU FOR YOUR
WILLINGNESS TO SERVE
IN THIS VITAL CAPACITY!**

Questions? Please call: 604-853-5451 x 200

Email: navelarmartinez@bcadventist.ca