North American Division of the Seventh-day Adventist Church

Allegheny East Conference
Church Clerk Training

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The Importance of the Church Clerk Office

"Much of the efficient functioning of the church depends on the work of the clerk. The Church Clerk position is one of importance with specialized functions."


Role and Function of the Church Clerk
Membership Transfers

- Communicate, Communicate, Communicate
- Granting Transfers of Membership
- Membership During Transfer
- Receiving Members Under Difficult Conditions
- If Member Is Not Accepted

Membership Transfers (cont’d)

- Transfers of Membership Only to Those in Regular Standing
- No Transfer Without Member’s Approval
- Church Board Cannot Grant Transfers
- Membership in the Conference Church

Dropping Names Off Church Record (Books)

- Clerk/ Pastor/Board no authority to drop or add names
- Member Nonattendance?
- Member Relocation & Not Reporting?
- Member unable to return tithe, give offering?
- At Member Request?
- Board recommends to church
- Local Church has authority
**Attendance Record**

- Quarterly statistics
- Kept by the Clerk
- Carefully preserved
- Property of the local church

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**Church Manual**

- "Describes the operation and functions of local churches and their relationship to denominational structures in which they hold membership."
- "Expresses the Church's understanding of Christian life and church governance and discipline based on biblical principles and the authority of duly assembled General Conference Sessions."

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**Church Manual (cont'd)**

- "The standards and practices of the Church are based upon the principles of the Holy Scriptures, [and] these principles, underscored by the Spirit of Prophecy, [and] they are to be followed in all matters pertaining to the administration and operation of local churches."

  *Seventh-day Adventist Church Manual, 10th Edition, Revised 1980, p. 18*
Preparing the Agenda

2010 SDA Church Manual p. 123-127, 176-177

* Business Meetings
* Church Board and Its Meetings
* Other Committees of the Board

Church Clerk Quick Start Guide p. 3-4, 6

* Preparing for a Board Meeting
* Responsibilities After the Meeting
* Preparing for a Church Business Meeting
* Responsibilities After the Business Meeting

Taking the Minutes

Church Clerk Quick Start Guide p. 2-6

* Secretary of Board & Business Meetings
* Church Business Meeting Minutes
* Tips on Note-Taking
Storage of the Minutes

2010 SDA Church Manual p. 80, 168
* Church Records
* Clerk Keeps Records
Church Clerk Quick Start Guide p. 9
* Church Records

Board Conversations,
Discussions, Actions, etc.

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Local Church Employees,
Insurance, Church Risk and Volunteers
Working with Children & Youth
Who are Local Church Employees?

Locally Funded Employees who are . . .

1) Employees of the Conference
2) Eligible for pay and benefits based on position classification (a) Salary (exempt) or Hourly (non-exempt) and (b) Full-time or Part-time
3) Subject to Conference policies, rules, and procedures
4) Covered by federal, state, and provincial employment laws in the same manner as “regular status” employees

Insurance & Church Risk

Do you know anything about it, when to call and who to call?

Volunteers Working with Children & Youth in the Local Church

NAD 2012-2013 Working Policy

FB 20 Child Protection and Volunteer Screening Policies for Children and Youth Ministries

1. Objectives—a. SDA Church has moral and civil duty to protect children and youth entrusted to its care.

b. Church committed to providing safe worship and educational environment to help children and youth learn to love and follow Jesus Christ.

c. Jesus placed a high value on the protection of children (Matthew 18:1-6).
Volunteers Working with Children & Youth in the Local Church (cont'd)

2. Volunteer Selection and Management—Work of the volunteer essential to successful accomplishment of Church's mission and ministry. Management policies and procedures used to supervise volunteers much support church or school mission.
   a. Selection and Screening of Volunteers
   b. Supervision of Volunteers
   c. Orientation and Training of Volunteers

Volunteers Working with Children & Youth in the Local Church (cont'd)

3. Ministry to Sex Offenders within the Church—The Church has a responsibility to provide worship opportunities and ministry to such individuals. When an offender wishes to be actively involved with the Church, the practices will be followed:
   a. Individual must agree to participate with a chaperone and have no contact with children under age eighteen (18).
   b. Individual cannot be alone in any building on church premises where activities involve children under age eighteen (18).
   c. If individual approached by a child on church premises or at church sponsored activity, he/she will excuse him/herself from situation.
   d. Local church pastor and elders will meet with and enter into a five-year covenant agreement with specific conduct expectations.

Resources

✓ 2010 SDA Church Manual
✓ Church Clerk – A Quick Start Guide
✓ Local Church Pastor or Head Elder
✓ Local Conference Vice President for Administration/Executive Secretary
✓ Carolyn Forrest@nads.adventist.org
   or 301-680-6410/Maralyn Fordham, Assistant
✓ GAlexander.Bryant@nads.adventist.org
   or 301-680-6408/Melissa Gottlieb, Assistant
✓ www.nadssecretariat.org