

*North American Division of the Seventh-day Adventist Church*

***Allegheny East Conference  
Church Clerk Training***

*Presented By*  
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*Executive Secretary*              *Associate Secretary/Director*

*June 2, 2013*  
*Pine Forge, Pennsylvania*

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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.”

Seventh-day Adventist Church Manual, 18<sup>th</sup> Edition, Revised 2010, p. 168

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***Role and Function  
of the Church Clerk***

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*Membership Transfers*

Communicate, Communicate, Communicate

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

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*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

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*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

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*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, 18<sup>th</sup> Edition, Revised 2010, p. 18

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*Preparing For Church Board, Business & Committee Meetings*

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*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

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*Taking the Minutes*

*Church Clerk Quick Start Guide* p. 2-6

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

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*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

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*Board Conversations,  
Discussions, Actions, etc.*

**CONFIDENTIAL**

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*Local Church Employees,  
Insurance, Church Risk and Volunteers  
Working with Children & Youth*



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**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

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**Insurance & Church Risk**

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

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**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).

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*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

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*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 these 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.

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**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@nad.adventist.org](mailto:Carolyn.Forrest@nad.adventist.org)  
 or 301-680-6410/Marialyce Fordham, Assistant
- √[GAlexander.Bryant@nad.adventist.org](mailto:GAlexander.Bryant@nad.adventist.org)  
 or 301-680-6408/Melissa Gottlieb, Assistant
- √[www.nadsecretariat.org](http://www.nadsecretariat.org)

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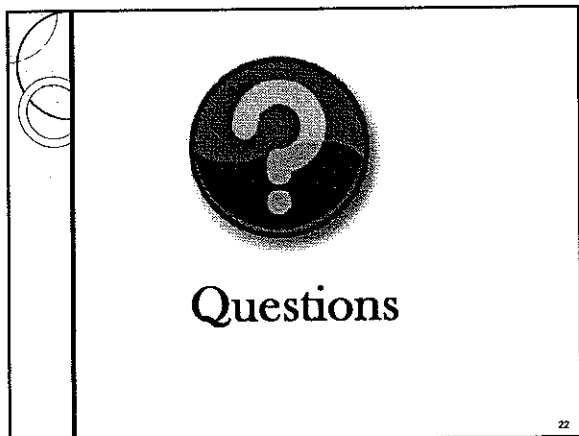
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Questions

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