



## **TRANSFER OF INCOMING MEMBERSHIP**

The North American Division is now using *eAdventist.net* for all membership transfers. This has done away with the former "green membership transfer card" to request a transfer.

When an individual comes to you requesting to join your church, obtain the full name (maiden name if appropriate) of the individual and the name of the church, city and state where their current SDA church membership is located. Take the requested name to your church board to let them know who is wanting to join your church.

If you as clerk are online with *eAdventist.net*, you initiate a transfer coming INTO your church directly online. You mail nothing! If the church where the membership is currently located is not online, the transfer request will print from the conference office and be sent to the other church. Your responsibility is to see that the transfer request is entered on the *eAdventist.net* system. You now wait until you receive and email from eAdventist that the request has been granted.

If you are NOT online with *eAdventist.net*, this information should be emailed or called into the conference membership clerk. **DO NOT SEND A REQUEST TO THE OTHER CHURCH.** The conference membership clerk will enter it into the *eAdventist.net* system for the transfer to be initiated.

The transfer request is taken to the granting church board, then to the congregation for a first and second reading. If a church bulletin is printed each week, those transferring can be listed in the church bulletin. The date of the second reading is the grant! recommended date. The church clerk enters the second reading date on the transfer form and mails it back to the conference membership clerk. The date is then entered into the system and a transfer is printed that now asks for the acceptance date. This form is sent to you, the clerk who is asking for the transfer.

This individual is now ready to be accepted into your church. Their name goes before the church in a first and second reading whereupon the date of the second reading is the official acceptance date. This is the date you enter into *eAdventist.net* as the acceptance date.

**IMPORTANT:** Please remember that individual names are added or subtracted from the church membership list **ONLY** after the transfer has been completed from both churches- the granting and accepting church.

## **OUTGOING MEMBERSHIP CHANGES**

An individual may leave the membership of a Seventh-day Adventist church in one of four ways:

- Death
- Transfer of membership
- Missing
- Removed (apostasy)

Your clerk duties for each situation follows (See also the SDA Church Manual):

### **DEATH**

1. If online, record the date of death in *eAdventist.net*. If NOT online, email or phone the conference membership clerk so she can enter this information. In order for your membership records to be in agreement with the conference, it is necessary that the conference be aware of all such membership changes.
2. Record the date of death in the Church Record Book and on the individuals Membership Card, if not on *eAdventist.net*.

### **TRANSFER OF OUTGOING MEMBERSHIP**

You as clerk will receive notification of the transfer request. If you are online, you will see in the To Grant column of *eAdventist.net* a transfer request. If you are NOT online, you will receive in the mail a transfer request from the conference clerk asking for a grant/recommended date for the transfer.

Take the transfer request to your church board for approval. The name is then entered in the church bulletin for two weeks and presented to the congregation in a first and second reading. The date of the second reading is the official grant/recommended date.

Enter the date on the transfer form you received from the conference clerk and return it to the conference membership clerk so she can enter the date in *eAdventist.net*. If you are an online clerk, enter the date in *eAdventist.net*.

Remember, the name is not removed from your records UNTIL an acceptance date has been sent to you in the form of an acknowledgment. Once you have an acceptance date, you can remove the individuals name from your Church Record Book.

The name is automatically transferred in *eAdventist.net* from one church to the other.