



# Church Clerk



A MINISTRY DESCRIPTION FOR  
LOCAL CHURCH LEADERS

Pastor Emanuel Bran

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**FORWARD**  
*We Go!*

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01

# Introduction

CHURCH CLERK TRAINING



# The role of the Church

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” (Eph. 1:22).

God calls us into His body for the purpose of establishing us in a saving relationship with Him and bring us into community with one another. The Holy Spirit convicts our minds, leads us to repentance, and plants us within the church.



# The role of the Church

When a local church serves the world it is an expression of the love of Christ to the world. The church is a servant body. It serves the Lord in praise, serves one another in love, and serves the world in humility. “For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” (Eph. 2:10).

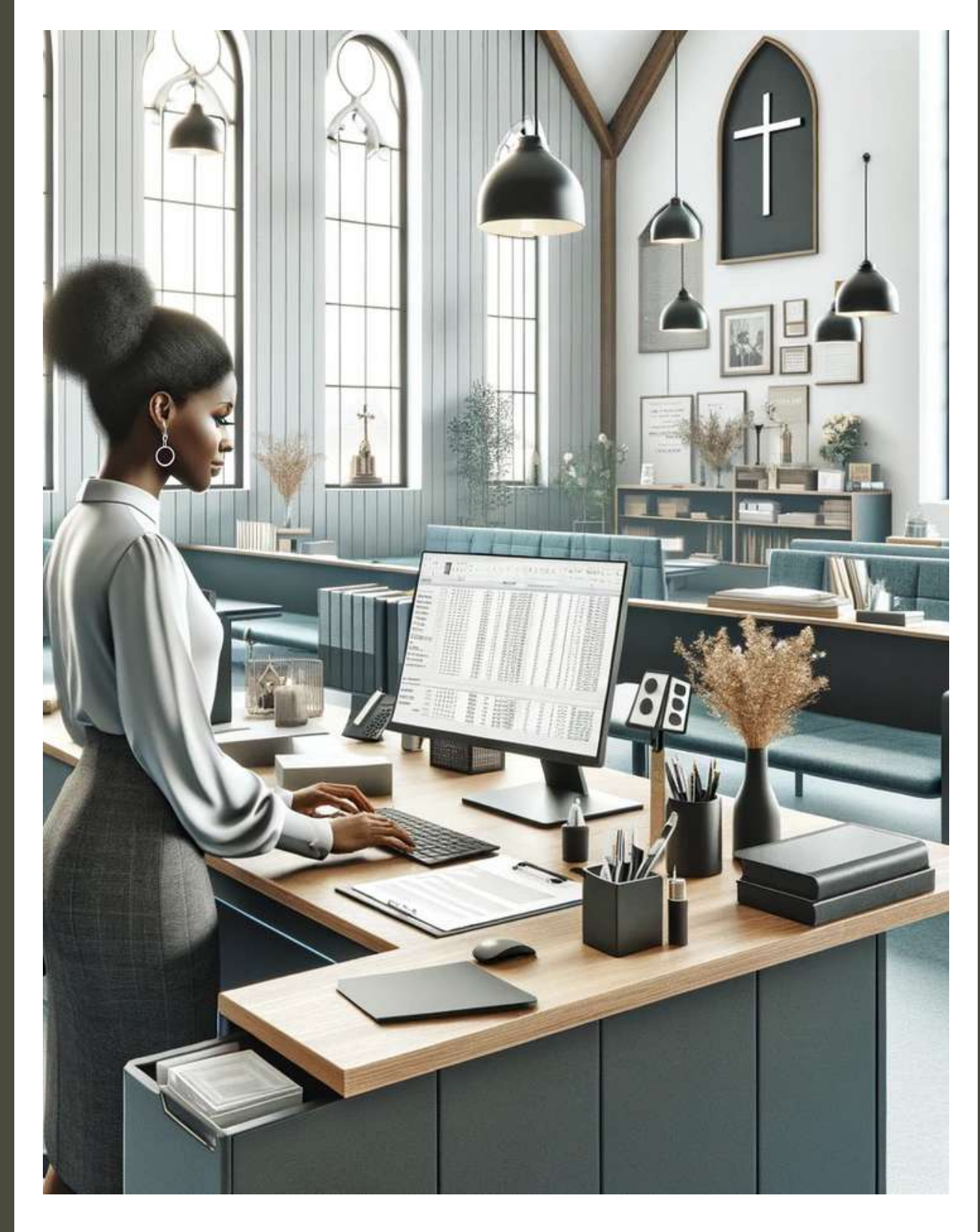
Our priesthood is to each other within the church and to the world. The clerk, like every other church officer, is a ministering servant of God. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry (Eph. 4:11-12).

# How you will serve

Although the role varies somewhat from church to church, the ministry to which a person is called when he or she becomes a church clerk involves the following:

## KEY RESPONSIBILITIES FOR CHURCH CLERKS:

- ✓ Secretary church board and business meetings.
- ✓ Church membership.
- ✓ Church records.
- ✓ List of committees.



02

# Duties of the Church Clerk

CHURCH CLERK TRAINING



AN IMPORTANT OFFICE

**The clerk of the church has one of the MOST important church offices, upon which the proper administration and efficient functioning of the church depends.**

**Few realise how much depends on the proper administration of this office.**

# Church Clerk Job Description



The Church Clerk is the official church historian and keeper of the church records. These records should be carefully preserved. At the expiration of the term of office, they are to be passed to the newly-elected clerk. All records and account books of the various church offices are the property of the church. As such, they are to be surrendered at the expiration of the term of office, or at any time during the term at the request of the church.



# duties of the church clerk

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01.

Maintain accurate records of church membership.

02.

Keep minutes for church board/church business meetings.

03.

Keep records of events for church history.

04.

Maintain the Church Record on ACMS

05.

Supply statistical information as requested.

06.

Handle transfers of membership into and out of the local church.

03

# Responsibilities

CHURCH CLERK TRAINING

# 01

## **Attend all administrative meeting:**

CHURCH CLERK RESPONSIBILITY

The clerk should be present at all administrative meetings of the church. If for some reason the clerk is unable to attend any meeting, the assistant clerk should attend and take the minutes, (in the case of no assistant clerk, the pastor may appoint one of the board members to fill in.)

# 02

## Items to take to a meeting:

CHURCH CLERK RESPONSIBILITY

- Notebook
- Copy of the minutes from the prior meeting
- A current list of the church membership
- A list of all church committees and their members
- A list of all church officers
- Paper, in case a secret ballot is required and pencils

# 03

## **Promote administrative meetings:**

CHURCH CLERK RESPONSIBILITY

To ensure that all members of the board are notified and invited to the next board meeting. This can be done by way of bulletin announcement or a regularly scheduled monthly meeting time.

04

# Keep attendance record:

CHURCH CLERK RESPONSIBILITY

To notify the pastor/church board  
chairman that the quorum has been met  
and the meeting can be called to order.

# 05

## Produce Report on:

CHURCH CLERK RESPONSIBILITY

- Current total membership of the church
- Total members added since the beginning of the year
- Total members transferring to another church
- Total persons disfellowshipped
- Report of any action taken on previous discussions of membership
- Pending matters on membership

# 06

## Take official minutes:

CHURCH CLERK RESPONSIBILITY

- Time and date of the meeting
- Place of the meeting
- Names of those present and absent
- Actions voted by board
- Resolutions passed, adopted or denied
- Committees elected, the members and their responsibilities
- Discussion - the relative parts

# 07

## File official minutes:

CHURCH CLERK RESPONSIBILITY

- Document and file minutes of the board meeting.
- Record the acts or resolutions adopted by the board and file in the church minute book in the order in which they were adopted, specifying the date and time of the meeting.
- Sign the minutes taken of each meeting recorded in the minute book. (If an assistant took the minutes, the assistant should sign.)
- Keep the minutes of every Business meeting for any requesting member.

# 08

## **File other documents:**

CHURCH CLERK RESPONSIBILITY

- Letters to and from the church board
- Membership lists (ACMS)
- Other Data or Information

09

# No action without vote:

CHURCH CLERK RESPONSIBILITY

The clerk should not add or delete any names from the membership list until the action has been approved by a business meeting of the church body.

# 10

## Committees records:

CHURCH CLERK RESPONSIBILITY

Make a list of committees which are elected. This list should include the specific purpose or function of each committee. Give a copy of this list to:

- The chair of the committee
- The pastor of the church
- Keep a copy in the church files

# 11

## Update church lists:

CHURCH CLERK RESPONSIBILITY

- Maintain a current list of the church officers.
- Maintain a current list of the church membership which should include up-to-date information on addresses, phone numbers, birthdates (ACMS)
- Record of member deaths including the dates (ACMS)

# 12

## Membership Record:

CHURCH CLERK RESPONSIBILITY

- Submit 2nd and 7th sabbath count reports to the conference
- Notify Pastor of membership transfers requests
- Inform Pastoral Team and contact discouraged members who stoped attending church
- Contact local church members who have moved away
- etc

04

# Relationships

CHURCH CLERK TRAINING

# The Church Clerk and the Pastor



Let's work  
together

The pastor and the church clerk work closely in helping keep accurate records, provide agendas, calendars and newsletters. As a clerk your responsibility and loyalty is to God, the pastor, the church board and the church at large. Your task is to make your pastor look good. Lift up and encourage your pastor. Furthermore, as a member you should be praying for your pastor daily.

# The Church Clerk and the Pastor



You are privy to confidential information that is not to be given to any church member. It is vitally important that you have the ability to keep a confidence.

# The Church Clerk and Members



You are the first individual with which the church member comes in contact. You are the first image of the church. You are an indispensable leader of your local church. The image you portray will either positively or negatively affect others. You are the liaison between the church and the pastor.

# The Church Clerk and the Conference




You provide accurate and timely membership information. You work together with the Secretariat Department at the conference as a TEAM.

05

# Baptisms, Professions of Faith, Rebaptisms

CHURCH CLERK TRAINING



**Whenever a new member is baptised into the Adventist Church, we considered him or her as family. As such, membership in the Church is considered as a family unit. This also applies to rebaptisms, transfers in (or out) of the church and Professions of Faith.**



# BAPTISMS/PROFESSIONS OF FAITH

- When a person is baptised the Certificate of Baptism must be signed by the pastor and the church clerk.
- Make careful notes of how many in a family are baptized and which are not, with names, addresses, phone numbers, and dates of birth.
- If you are not entering directly into ACMS, fill out a Conference Baptismal Form with the names of new members entering the church by baptism, profession of faith and indicate the date on which they were accepted into the church.
- Make a copy of the form for the pastor unless both use ACMS.
- Keep a copy for your own records unless you use ACMS.
- Give to each newly-baptised member a church directory and a calendar of events for your church.



# REBAPTISMS

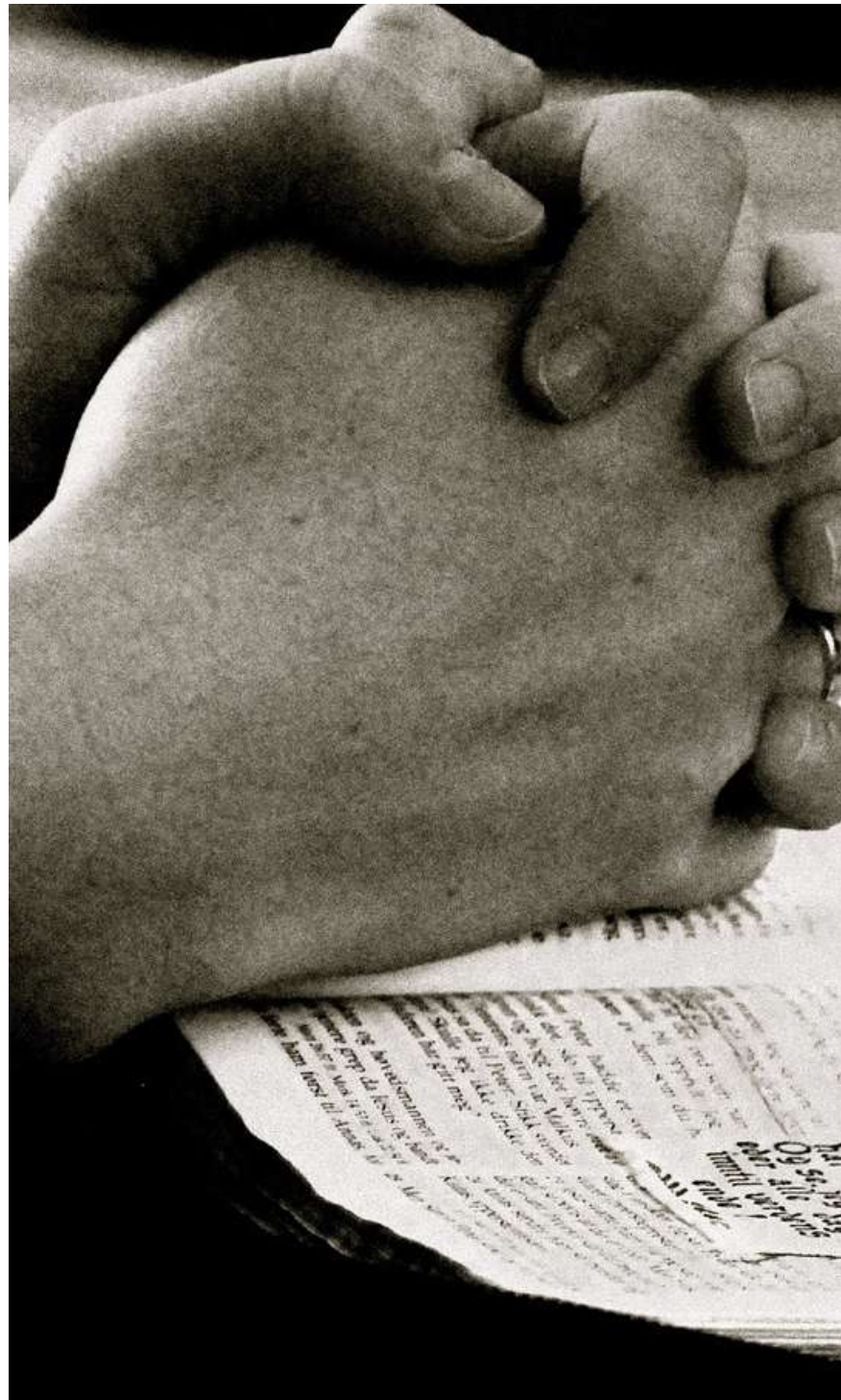
- Rebaptism should be reported to the Conference Office or entered directly online.
- If the person being rebaptised is a member of the church, report them to the Conference or update their ACMS account accordingly.
- If the person being rebaptised is not a member of your church, but is a member of another SDA church, you will report them to the pastor and Conference as a rebaptism but process them as a transfer into your church.
- A disfellowshipped member, upon rebaptism, needs to be recorded on ACMS and reported to the Conference as a baptism.



# PROFESSIONS OF FAITH

**Profession of Faith defined:** is any individual who has been previously baptised by immersion, whether they have been baptised originally in the Seventh-day Adventist church or a church of any other Christian denomination, and who now professes to accept and uphold the truths as presented by the Seventh-day Adventist Church, shall be admitted to the church through a Profession of Faith.

There are four circumstances under which individuals who have accepted the Seventh-day Adventist message may be accepted into the local church by profession of faith.



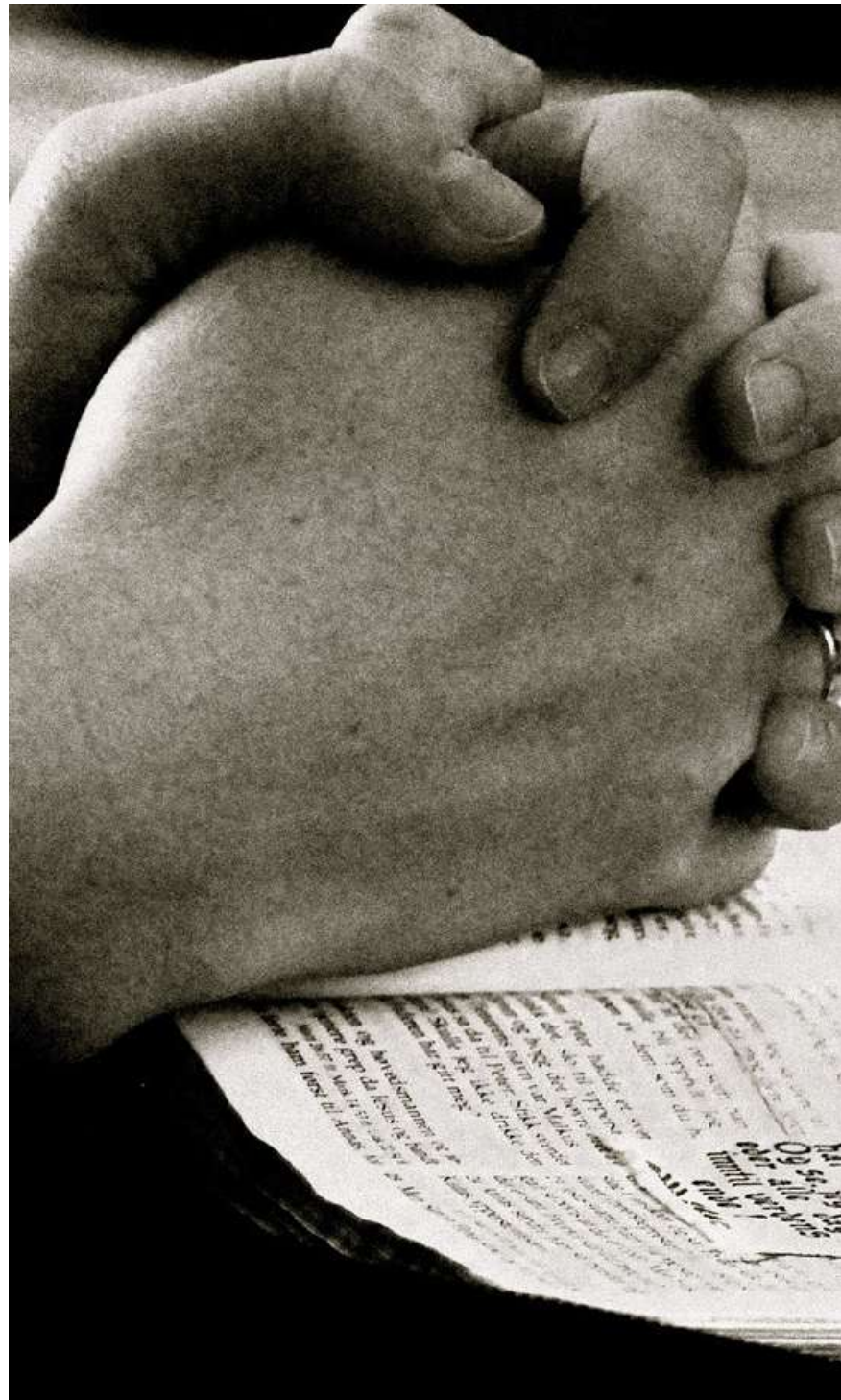
# PROFESSIONS OF FAITH

- A committed Christian coming from another Christian communion who has already been baptised by immersion as practiced by the Seventh-day Adventist Church.
- A member of the Seventh-day Adventist Church who, because of world conditions, is unable to secure a letter of transfer from his/her home church.



# PROFESSIONS OF FAITH

- A member of the Seventh-day Adventist Church whose request for membership transfer has received no response for at least a year from the church where he/she is a member. In this case, the assistance of the Conference/Mission/Field shall be sought. In case the requesting church is located in another conference/mission/field, the assistance of both conferences/missions/fields should be sought.
- An individual who has been a member, but whose membership has been misplaced or has been withdrawn because he/she was a missing member, yet who in reality has remained faithful to his/her Christian commitment.



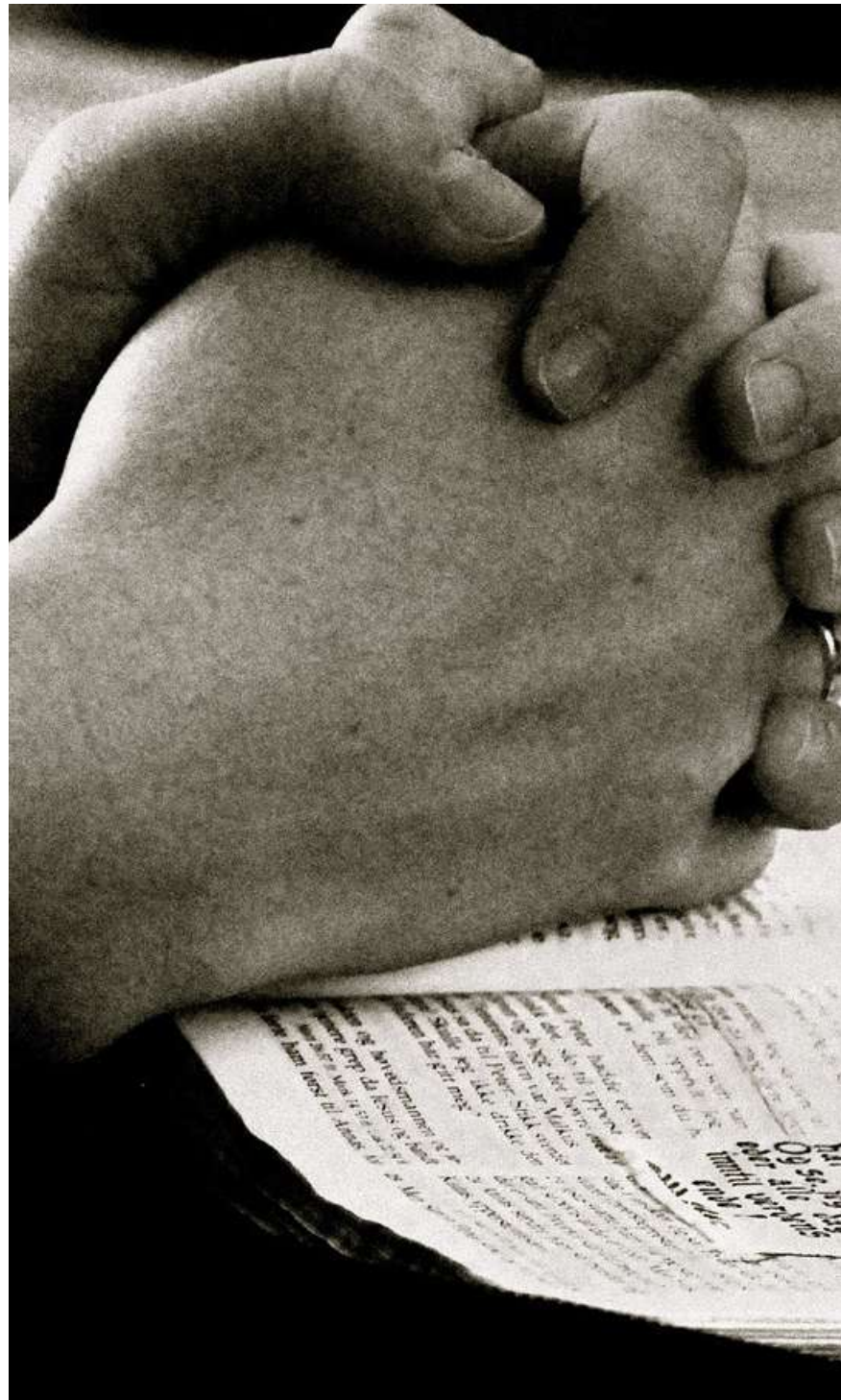
## **PROFESSIONS OF FAITH - Please note**

- If the person meets one of the four above mentioned circumstances they are accepted into church fellowship by vote of the congregation. The clerk records the information in the ACMS to update the Conference.



## **PROFESSIONS OF FAITH - Please note**

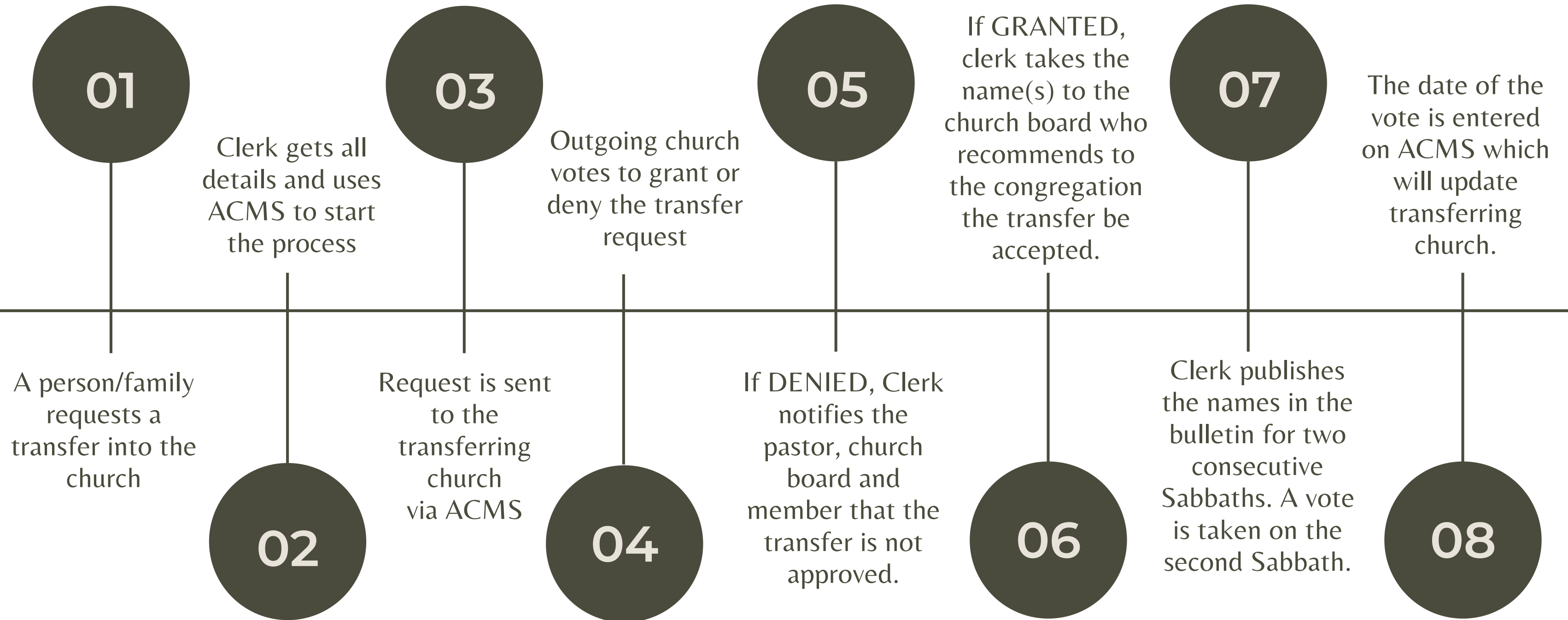
- Great care should be exercised in receiving members if they have formerly been members of some other church in the denomination. Instances are not lacking of persons removed from membership in one church later presenting themselves to other churches for membership on profession of faith. When a person applies for membership on profession of faith, earnest inquiries should be made concerning the applicant's former experience...



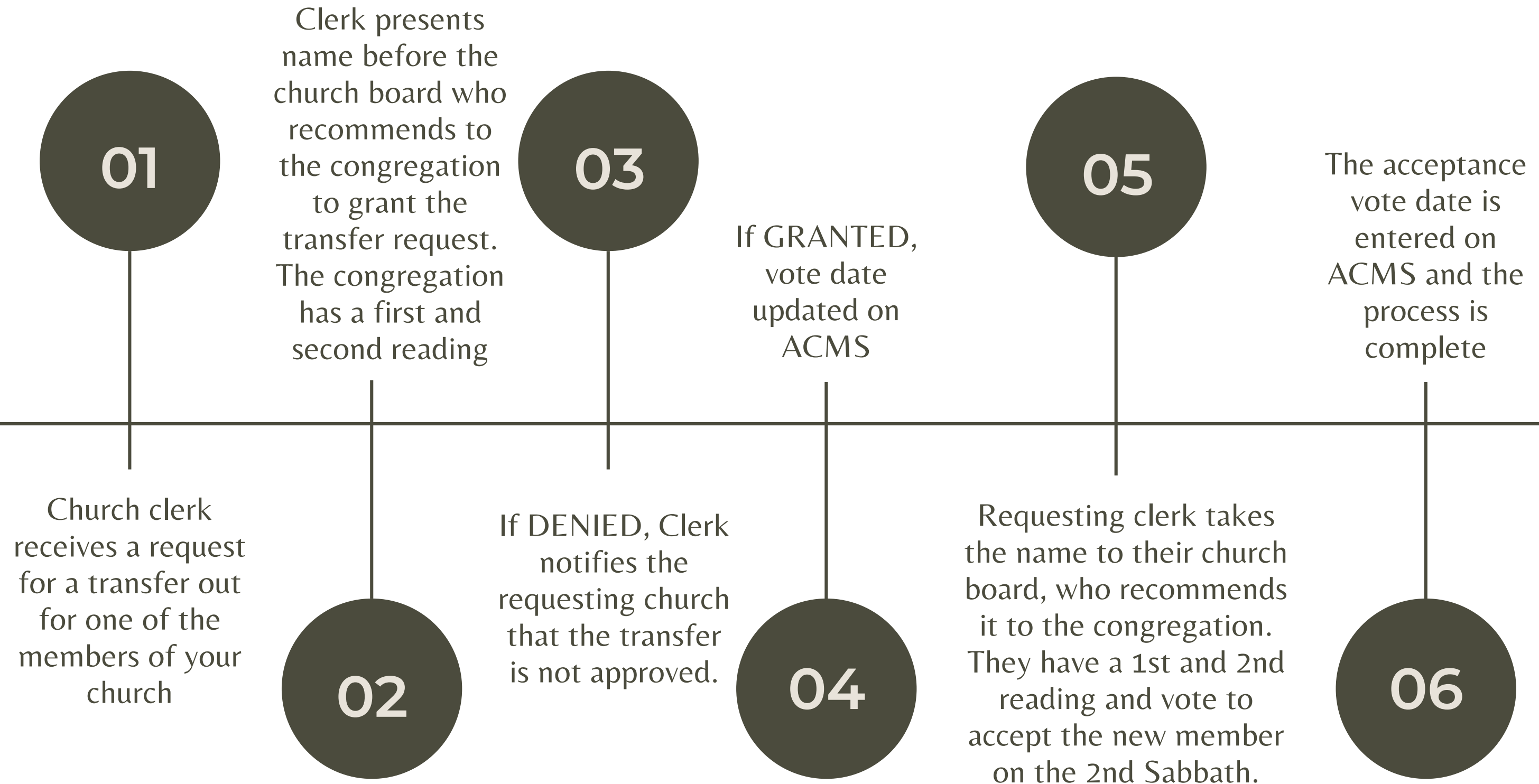
## **PROFESSIONS OF FAITH - Please note**

- When persons apply for membership on profession of faith, and it is found that they are still members of another church in the denomination, no steps should be taken to receive them into membership until the church holding the membership grants their letters of transfer.

# Transfers In Process



# Transfers Out Process



06

# Reporting a death & Missing Members

CHURCH CLERK TRAINING



# Reporting a death

When a member passes away, it is always a stressful time for the family left behind. This is where you, as the clerk need to be especially sensitive with the family. God has given you the gift of graciousness, understanding and compassion. These are the gifts you will need to use in this time of grief. As difficult as it may be, you need to ask for a short biography for your church bulletin and the record.

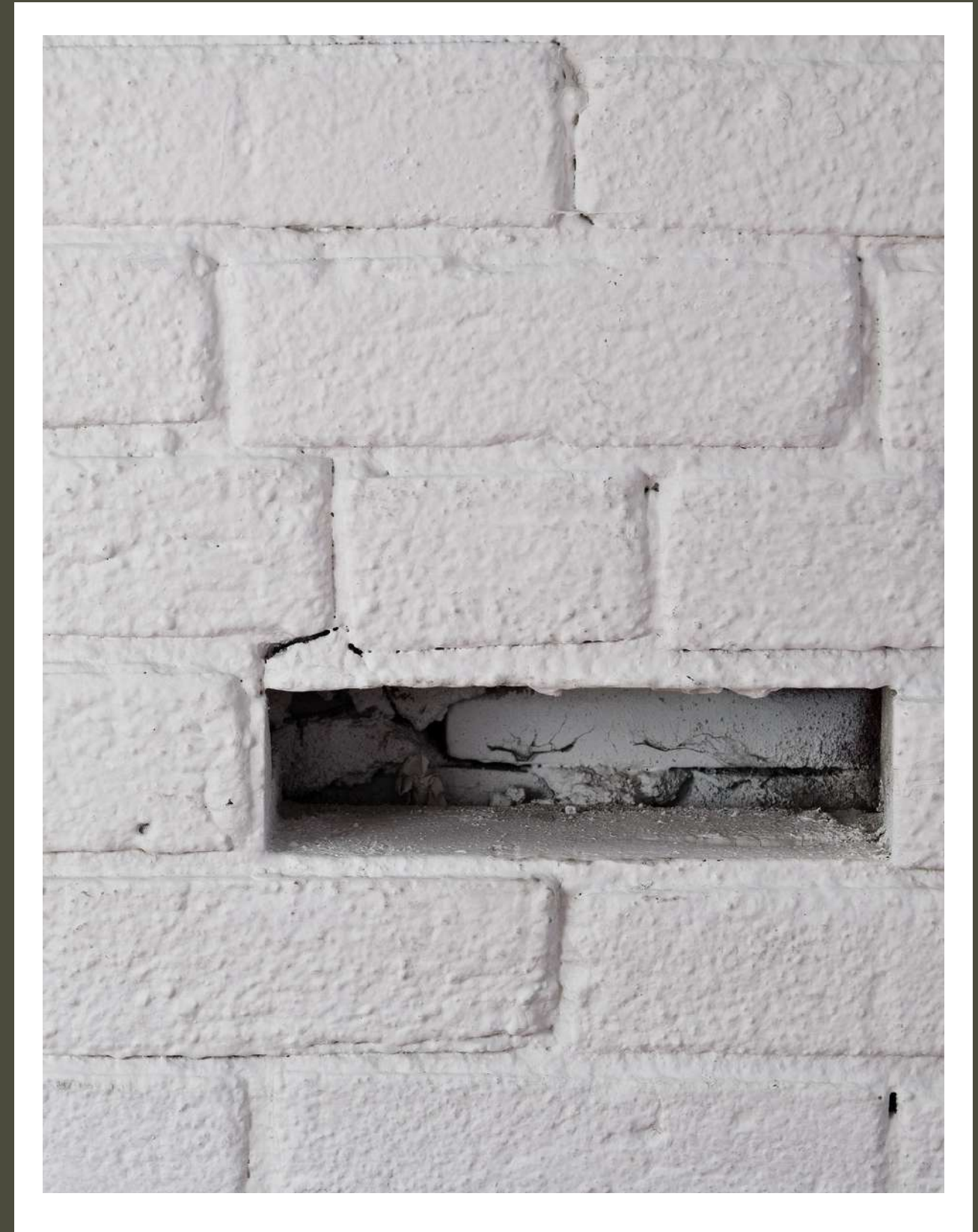
Update ACMS accordingly.

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# Missing members

When members move, they should inform the clerk or elder of their new address. While remaining members of that church, they should report and send their tithe and offerings at least quarterly. If, however, members move without leaving a forwarding address and make no effort to contact or report to the church, and the church cannot locate them for at least two years, then the church may certify that it has tried without success to locate the members and the members may be removed by a vote of the church. The clerk should record in the membership record:

“Whereabouts unknown. Voted to designate as missing.”



**“Human beings are Christ’s property, purchased by Him at an infinite price, bound to Him by love that He and His Father have manifested for them. How careful then, we should be in our dealing with one another! Men have no right to follow their impulses and inclinations in dealing with fellow members who have erred. They should not even express their prejudices regarding the erring, for thus they place in other minds the leaven of evil... Do not tell others of the wrong. One person is told, then another, and still another; and continually the report grows, and the evil increases, until the whole church is made to suffer. Settle the matter ‘between thee and him alone.’”**

*Ellen G. White (7T 260,261)*

07

# Removals and Apostasy

CHURCH CLERK TRAINING

# When grievous sins are involved, there are two ways by which measures must be taken:

- By vote of censorship
- By vote of remove from membership



## CAUTION IN DISCIPLINING

### MEMBERS

- Ministers or churches are not to establish tests of fellowship.
- Voting is only at a duly called business meeting of the church. THE CHURCH BOARD CANNOT DO IT.
- Removal of membership is voted by a majority vote of those present at the meeting.
- The member has a right to be heard in defence.
- Members are not dropped for non-attendance.



## CAUTION IN DISCIPLINING

### MEMBERS

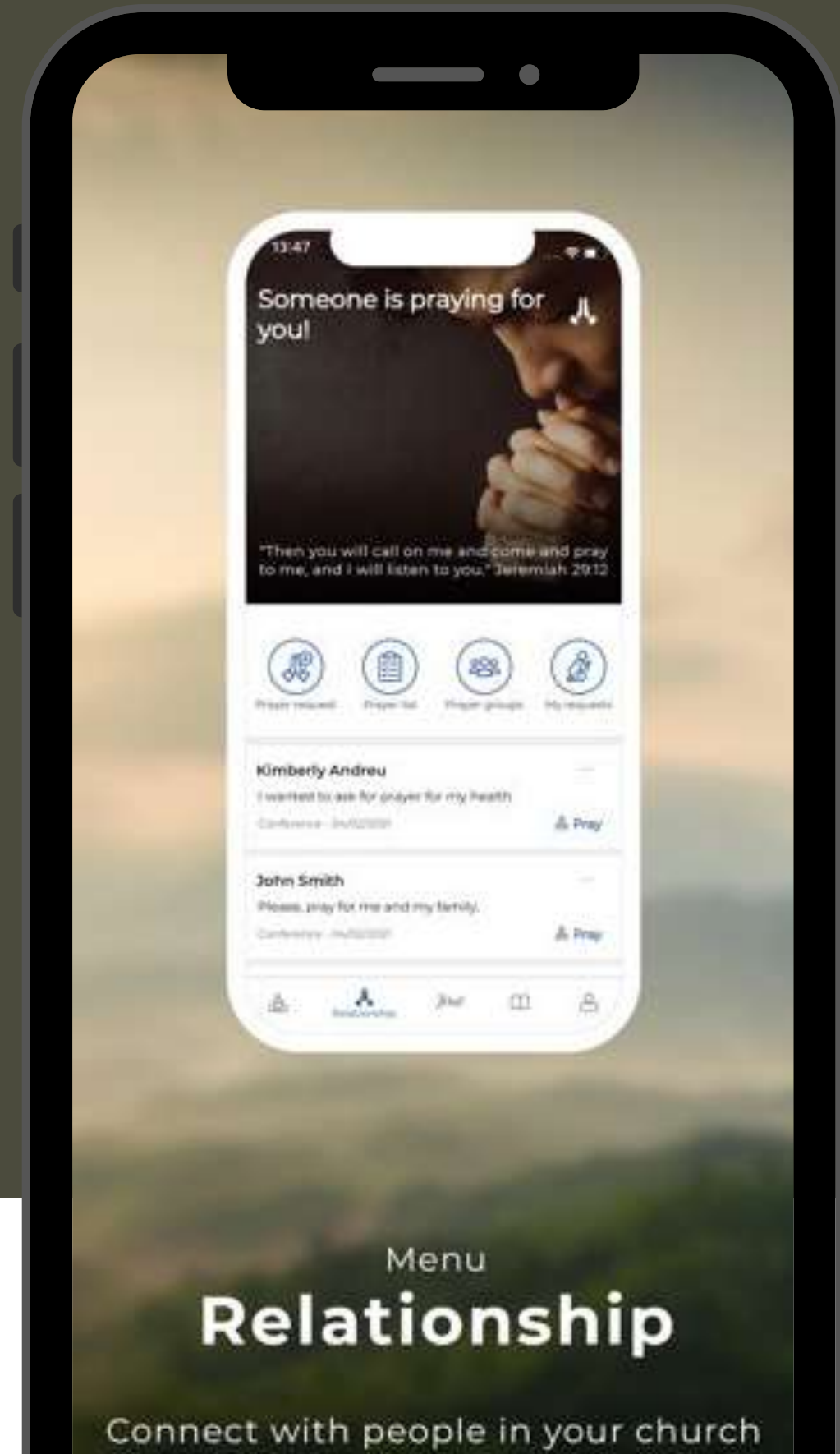
- Members must be notified that they are being considered for removal of membership and notified if it occurs.
- A member removed can be reinstated. (This is normally preceded by rebaptism.)
- A member has the right of appeal for reinstatement.
- You must drop a member on their personal request



# 7

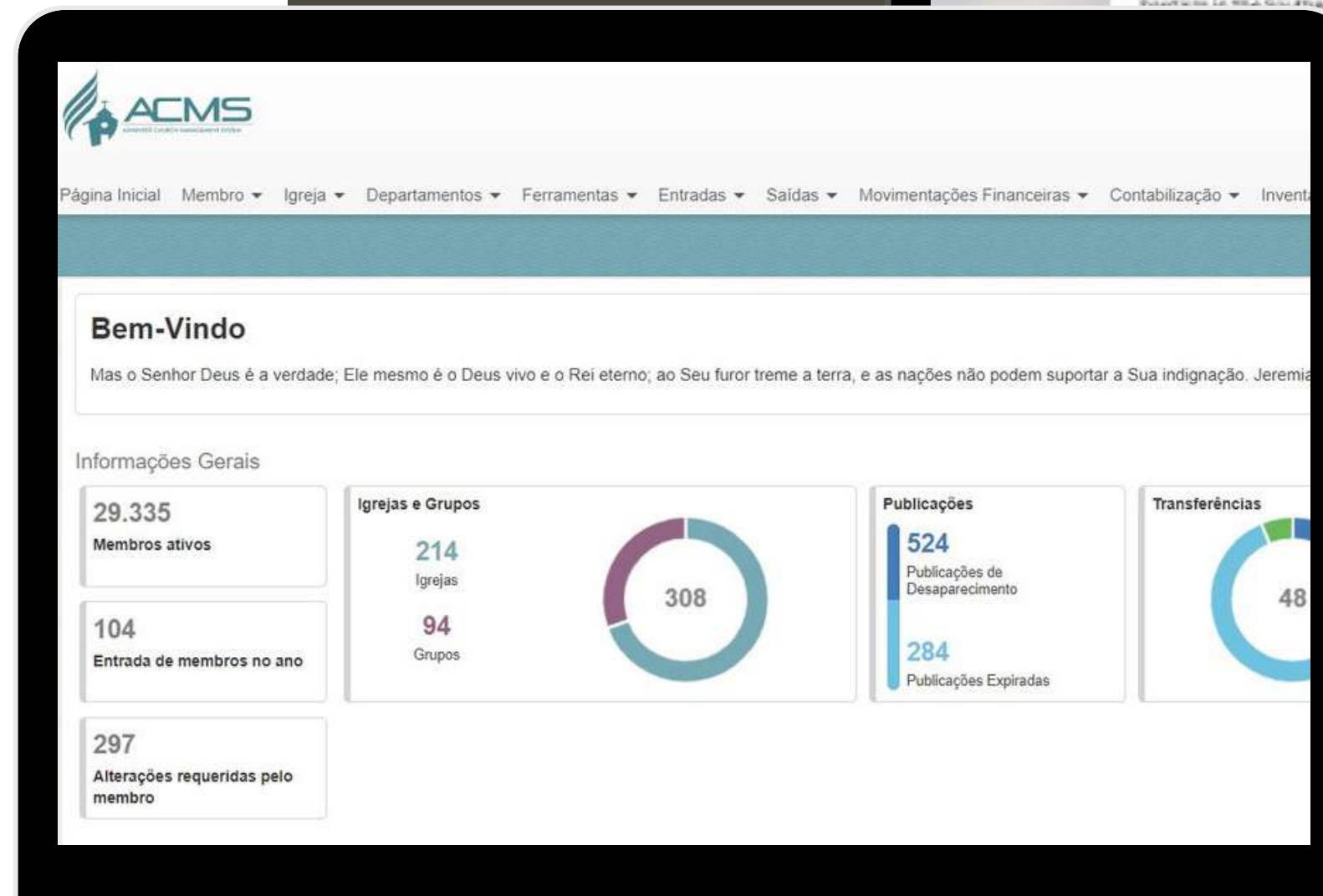
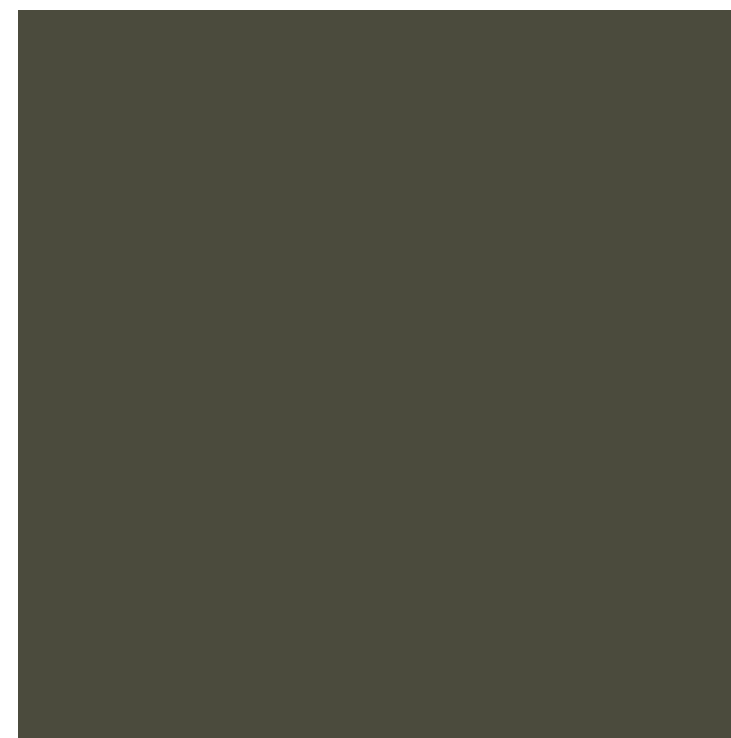
Everything you need, right in your hand. All Adventist Church apps and services, available in one place: devotionals, bible studies, movies, series, and more.

CHURCH CLERK  
TRAINING



# Next week training

ACMS & 7me app



**FORWARD**  
*We Go!*

# Thank You

*for taking part*



**Get in touch:**



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