



ACMS

ADVENTIST CHURCH MANAGEMENT SYSTEM

The Church Clerk's Guide to the Adventist Church Management System

Version 1.6 Updated June 2020

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What is ACMS?

The Adventist Church Management System is a web-based solution for:

- keeping membership records,
- facilitating the transfer of members between churches,
- providing an accurate record for members, contacts and interests at the local church level
- providing quarterly reports seamlessly to the Mission / Conference / Union Secretariat.

Who has access to the records in ACMS?

At local church level:

- The District Pastor(s)
- The Local Church Clerk

At Mission / Conference / Union Level

- President (read only)
- Secretariat
- Executive Secretary
- Administrative Secretaries
- Departmental Secretaries (read only)

The Data Protection Act and GDPR

There are two sets of legislation that govern the use of personal data. The UK has the Data Protection Act and the EU has the General Data Protection Regulation, which has been embedded in our own laws. As an organisation we are required to work within these frameworks.

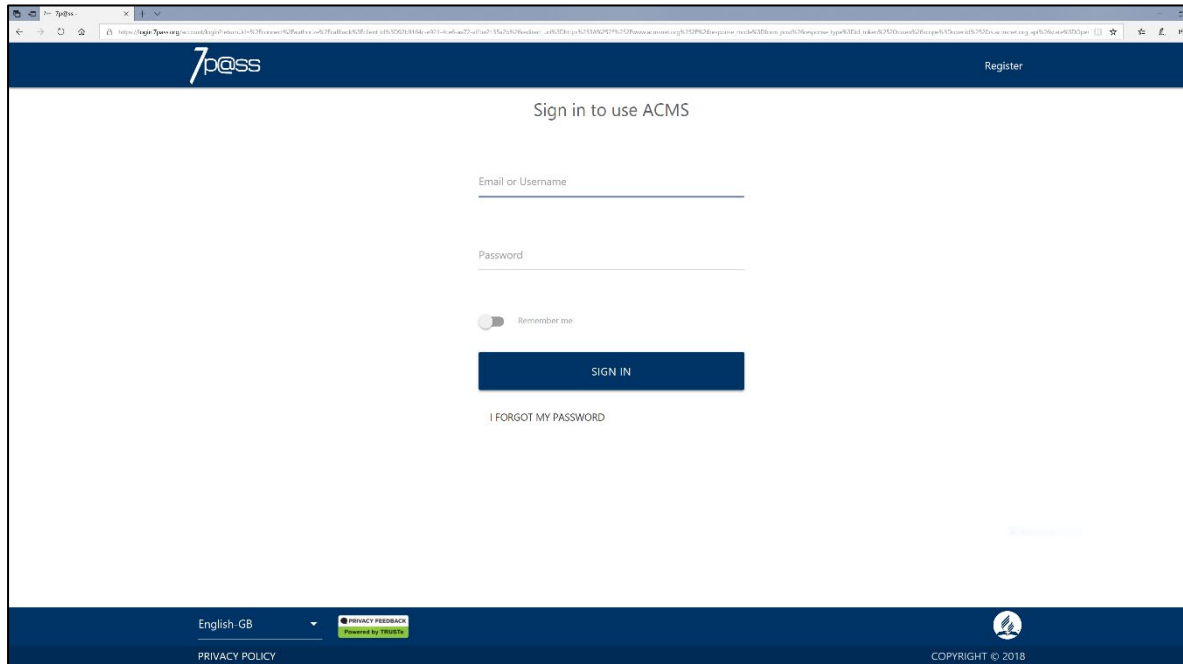
As a membership-based organisation the Seventh-day Adventist Church has the “legitimate interest” right to process data relating to its members in pursuit of the operations of the organisation. The British Union Conference, together with the North and South England Conferences are registered data controllers.

Confidentiality

As a local church clerk, you are a data processor. You have been given access to the ACMS membership to process data (people’s names, contact details, dates of birth and other personal data and special categories of personal data) solely for the purposes of the church. You are permitted to share the information of local members only with locally elected church officers who also have the right to use the data to carry out their departmental role (e.g. have a copy of the membership list for visitation purposes). Under no circumstances should details of local members and interests be used for ANY purpose other than those of the church. It would be a breach of the law to use, or provide a list of, member’s data to a third party to use for any other purpose.

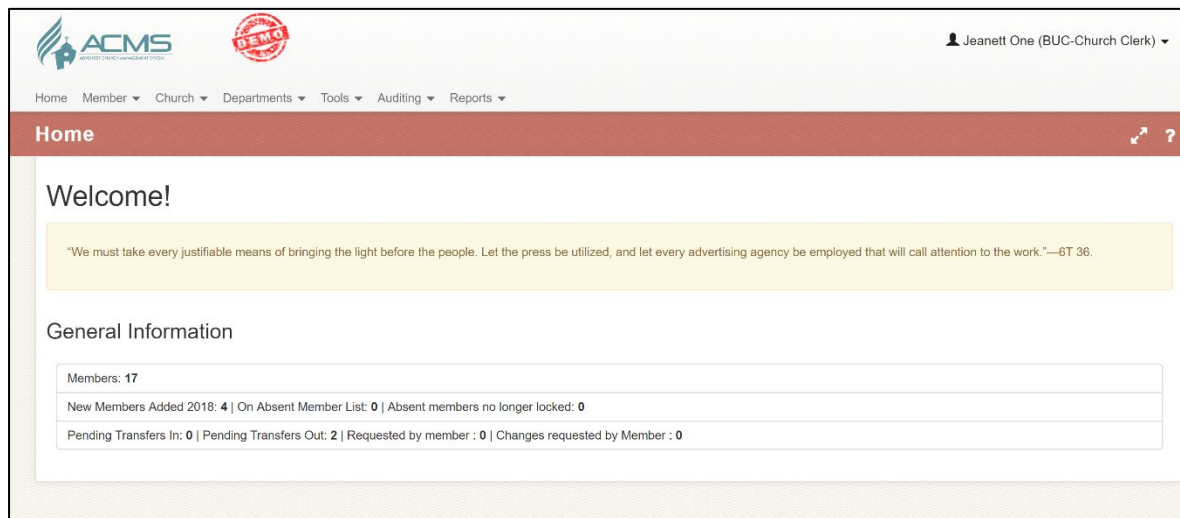
Your Login page

Your username and password are for your use only. Do not share with anyone else.



The screenshot shows a web browser window displaying the login page for ACMS. The page has a dark blue header with the '7pass' logo on the left and a 'Register' link on the right. The main content area is white and features the heading 'Sign in to use ACMS'. Below this, there are two input fields: 'Email or Username' and 'Password'. A 'Remember me' checkbox is located below the password field. A dark blue 'SIGN IN' button is centered below the input fields. Below the button is a link that says 'I FORGOT MY PASSWORD'. At the bottom of the page, there is a dark blue footer containing a language dropdown set to 'English - GB', a 'PRIVACY POLICY' link, a 'PRIVACY FEEDBACK' button, and a 'COPYRIGHT © 2018' notice.

Your Home Page



The screenshot shows the home page of the ACMS (Advanced Church Management System) interface. The top left corner features the ACMS logo and a 'DEMO' badge. The top right corner shows the user's name 'Jeanett One (BUC-Church Clerk)' with a dropdown arrow. Below the header is a navigation menu with links for 'Home', 'Member', 'Church', 'Departments', 'Tools', 'Auditing', and 'Reports'. The main content area has a red header with the word 'Home' and a help icon. Below this is a 'Welcome!' section with a yellow background containing a quote: "We must take every justifiable means of bringing the light before the people. Let the press be utilized, and let every advertising agency be employed that will call attention to the work."—6T 36. Underneath is a 'General Information' section with a table displaying church statistics:

Members: 17
New Members Added 2018: 4 On Absent Member List: 0 Absent members no longer locked: 0
Pending Transfers In: 0 Pending Transfers Out: 2 Requested by member : 0 Changes requested by Member : 0

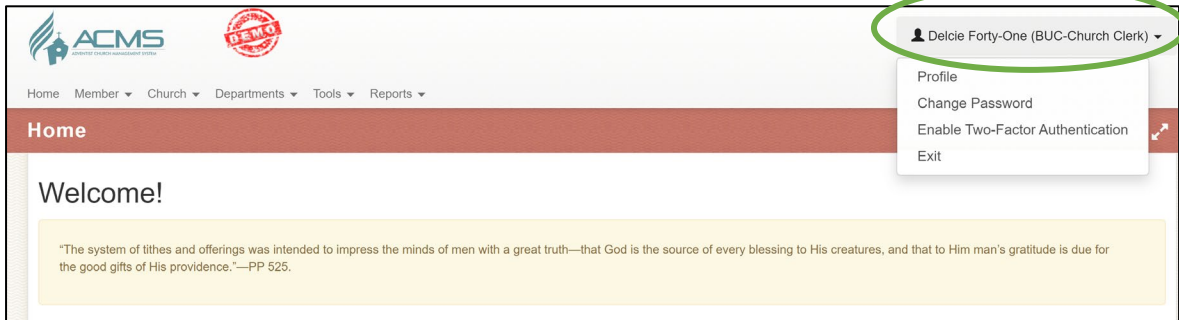
From the home page you navigate the various areas of the database. On this page are the basic details of your church:

- User Settings
- The number of members in your church;
- How many members are new in the current year; how many members are on the "missing" list and how many missing members can be dropped.
- On the last line is information about pending transfers both in and out.
- The items; 'Requested by member' & 'Changes requested by member' are functions that are currently being tested but not available to us in our Union.

User Settings

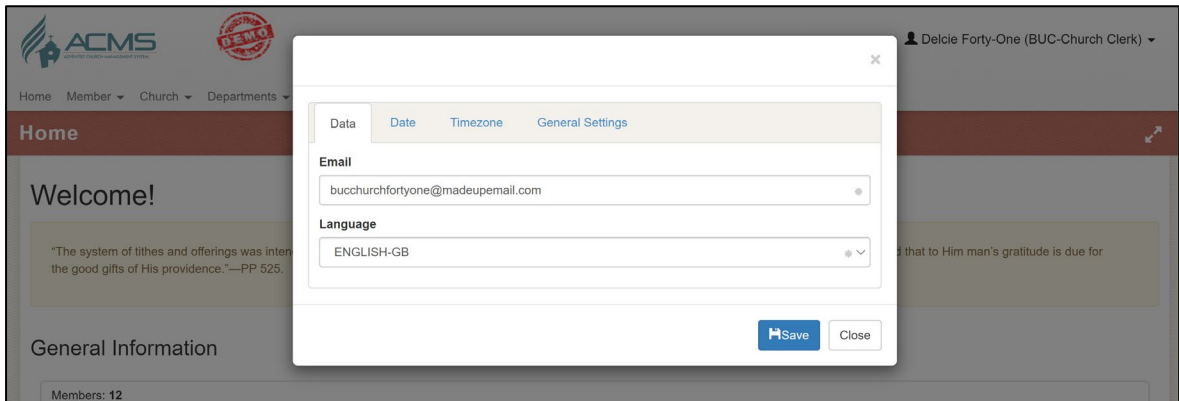
There are limited settings that each user can customise

Select your name in the top right-hand corner



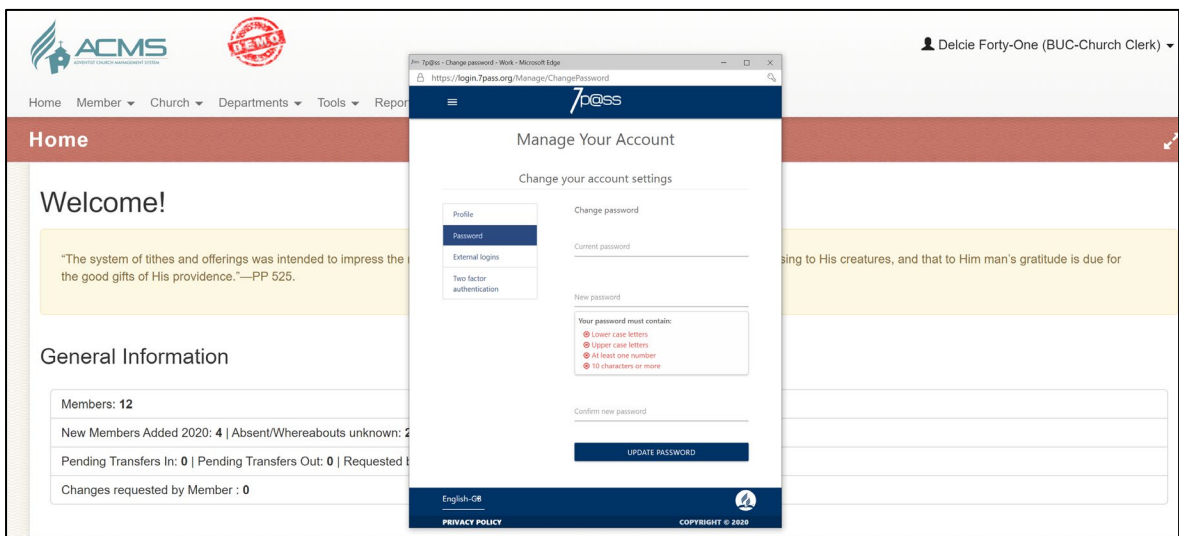
1. Profile

Here you can change your email address, language, customise your date format and general settings regarding name format.



2. Change Password

Your password is unique to you and should never be shared. It should be a minimum of ten characters, a combination of lower & upper-case characters and numbers. You can change it at any time.

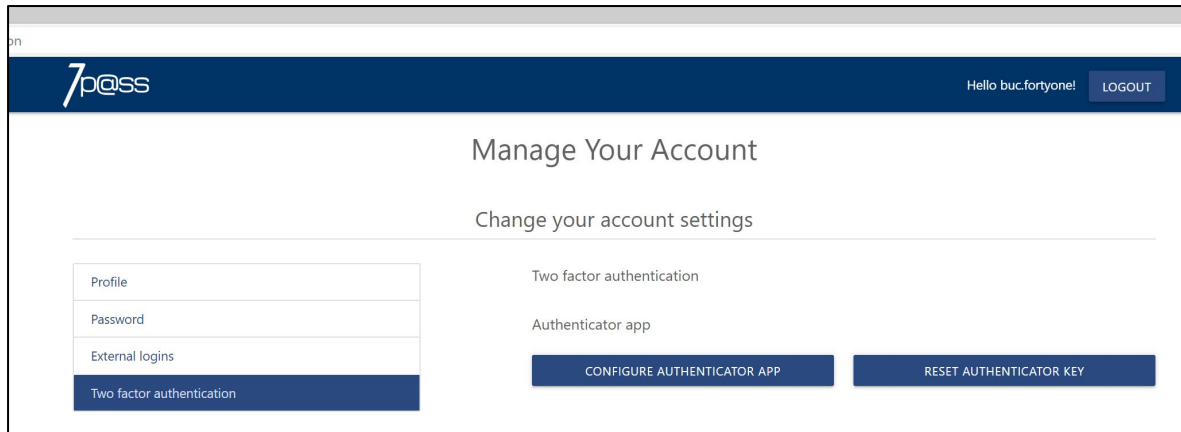


3. Enable Two-Factor Authentication

Two factor authentication (2FA) is a security process in which the user provides two different authentication factors to verify themselves. 2FA provides an additional level of security compared to using just your password.

ACMS makes use of an authentication app which you can register with your login and it provides a randomly generated security passcode each time you login.

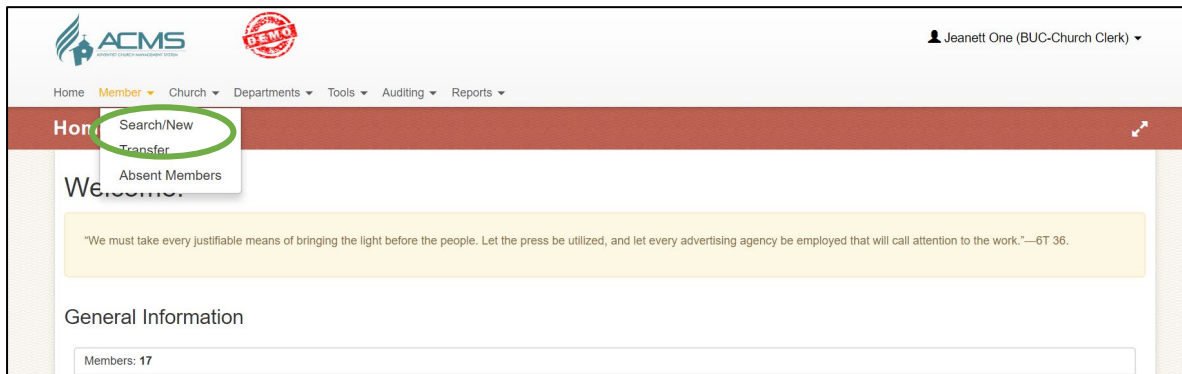
Microsoft and Google both have apps which are available on Android and Apple smart phones.



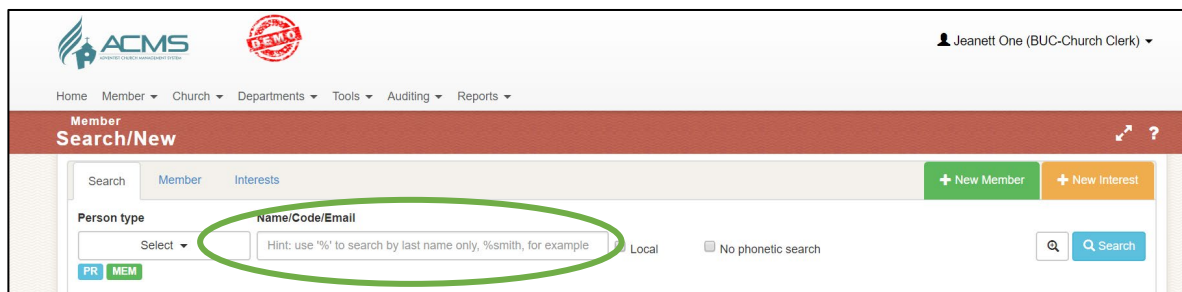
4. Exit – Simply allows you to log out of the database.

“Searching” for members

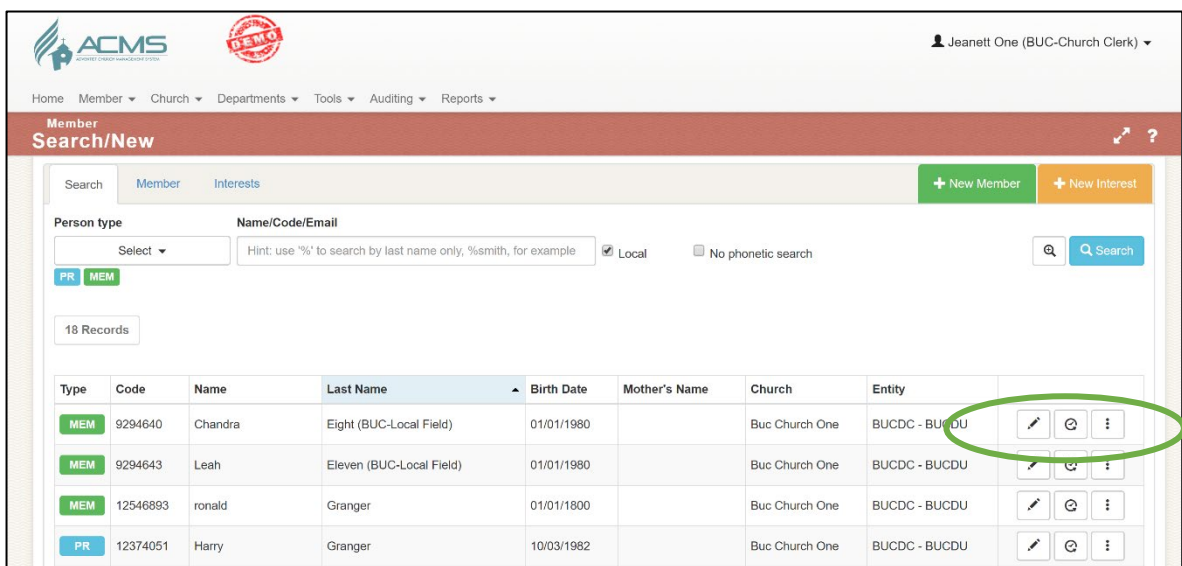
1. Select the “Member” Tab
2. Select “Search/New” from the drop-down box



3. Type the name in the box (case does not matter) then select “search”



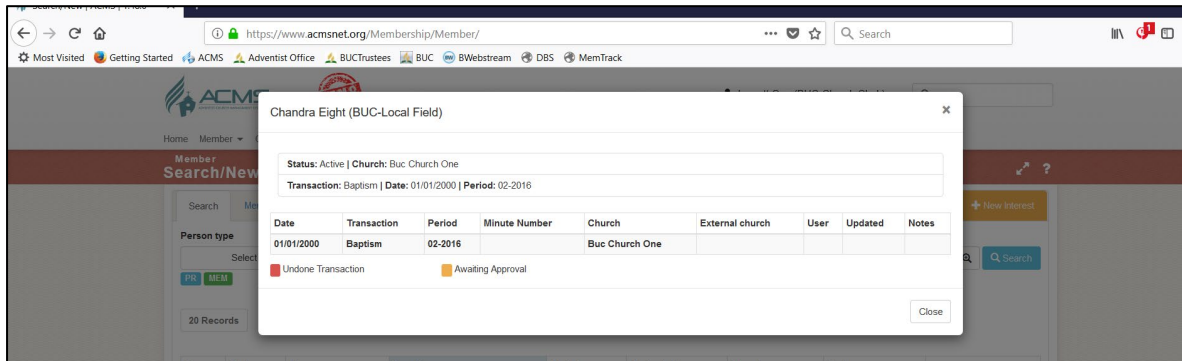
4. You can list the whole church by leaving the box blank and selecting “search”
5. The members are listed alphabetically. You can change the order by clicking on the title area of the column for any of these: Type, Name, Last name, or Birth date.
6. The symbol buttons to the right of the line give access to information on the individual.



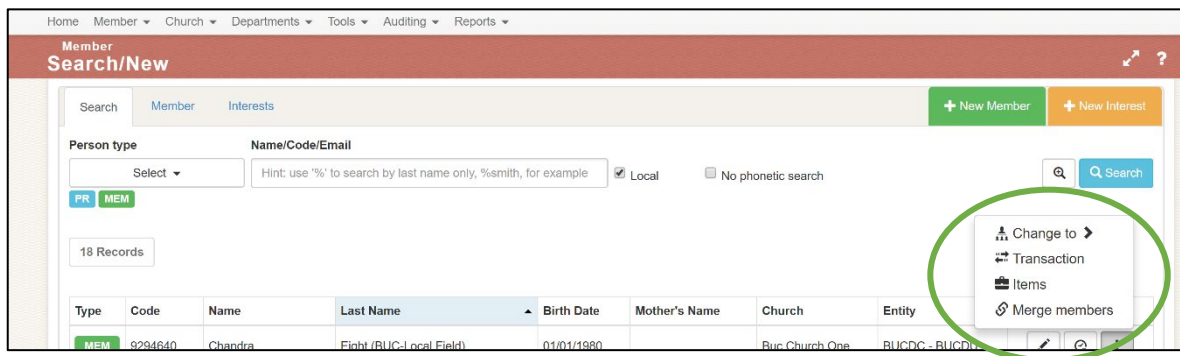
The “pen” is the Edit option and opens the person’s record, revealing full details held in the database on that person. Here you can edit details like address and phone numbers, date of birth, change of name, etc.



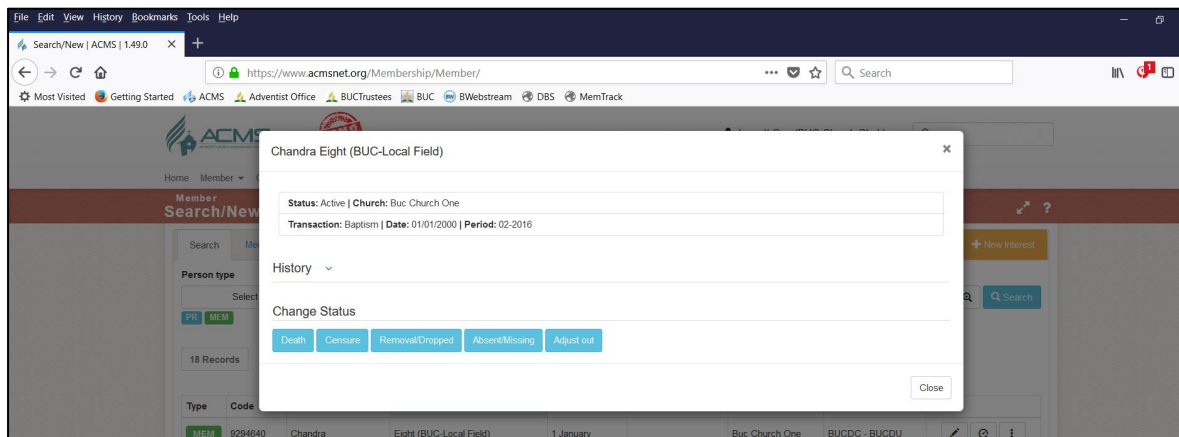
The “clock like” button opens a pop-up window with the “history” of the transfer actions of the individual:



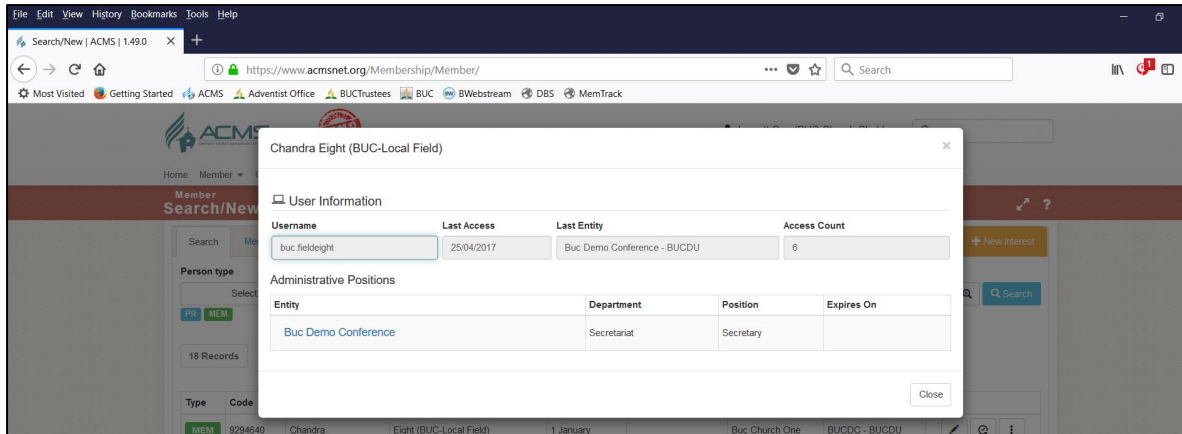
More Options: Transactions, items




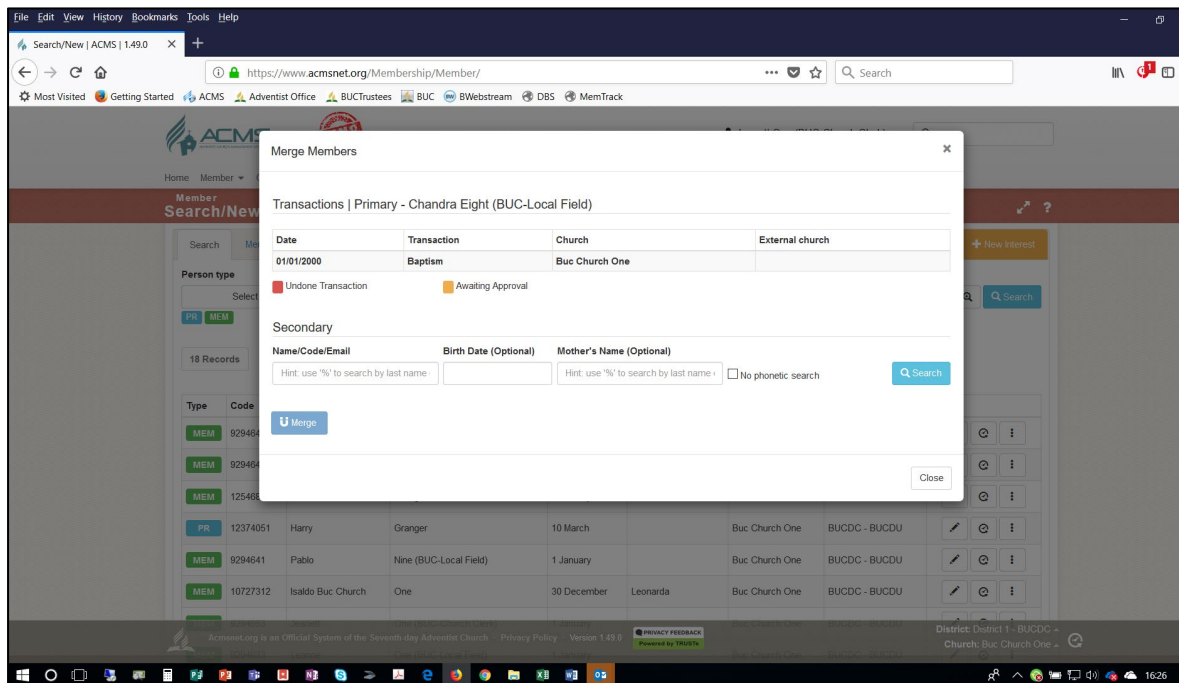
“Transaction” opens a popup window where a person’s status can be changed: Death, Censure, Removal, Absent/Whereaboutsunknown and Adjust out



The briefcase “Items” opens a popup window that shows information about the church offices a person holds:



 The chain "Merge members" enables duplicate records to be combined. Use only with great care:



“Membership” & “Person” Search Options

By default, the database only searches for two categories of entries; members and pastors but there are five categories entries, which we explain below.

1. Click on the “Person type” option

The screenshot shows the ACMSnet.org Membership/Member search interface. The search form includes a 'Person type' dropdown menu with the following options: All, Active Only, Pastor (PR), Member (MEM), Interest (INT), Person (PER), and Deceased (DEC). Below the dropdown is a table of search results with columns: Last Name, Birth Date, Mother's Name, Church, and Entity. The table lists several members, including Leah, Rich, and Megan, all with birth dates of 1 January and associated with Buc Church One.

Last Name	Birth Date	Mother's Name	Church	Entity
Eight (BUC-Local Field)	1 January		Buc Church One	BUCDC - BUCDU
Eighteen (BUC-Local Field)	1 January		Buc Church One	BUCDC - BUCDU
Leah (MEM 9294643)	1 January		Buc Church One	BUCDC - BUCDU
Rich (MEM 9294647)	1 January		Buc Church One	BUCDC - BUCDU
Megan (MEM 9294637)	1 January		Buc Church One	BUCDC - BUCDU

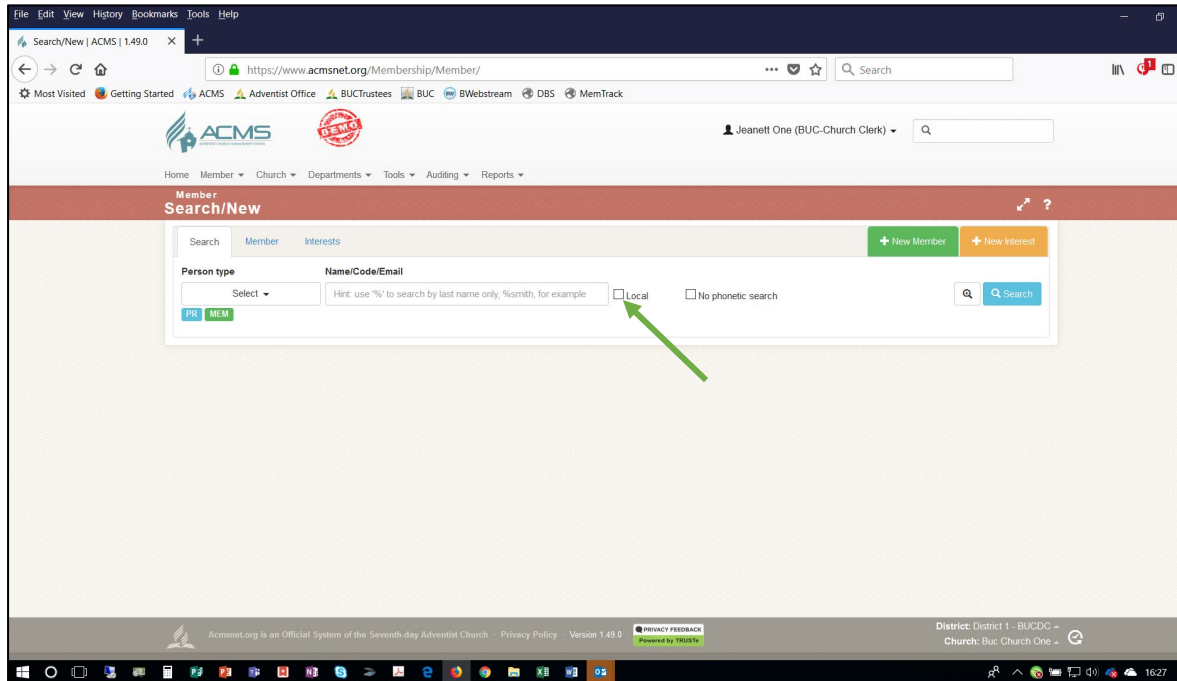
2. You can select from the dropdown list to narrow or broaden your search

- INT** or “Interests” are persons who have been associated with your church but are not members of your local church. They could be children of members, regularly attending individuals whose membership is overseas, contacts of the church, etc.
- PER** or “person” is an individual who has been a member but was either dropped or classed as missing.
- DEC** or “deceased” are members who have died.

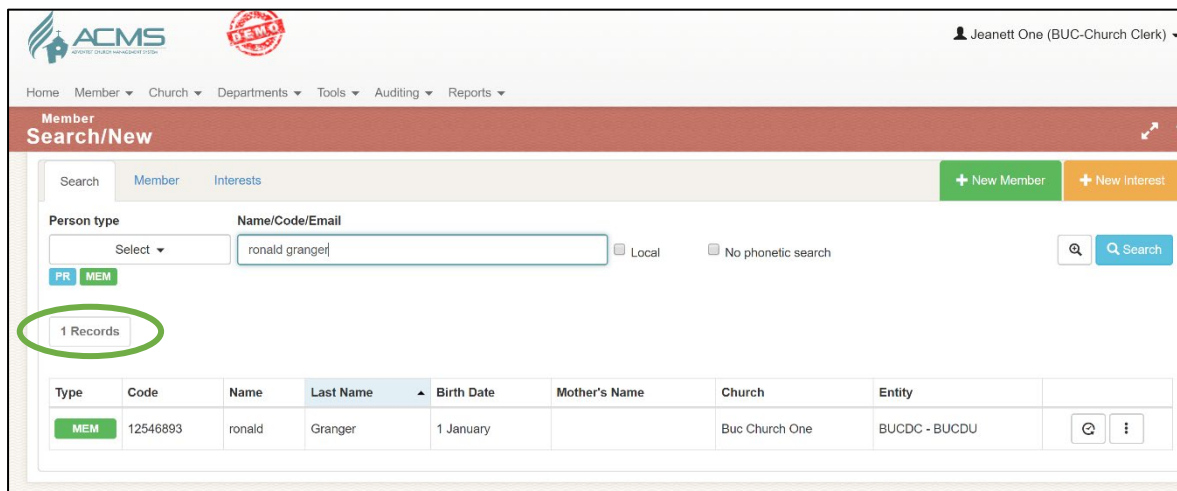
Search for Members of Other Congregations

At times you may need to see if a person is a member in another congregation. You will not be able to “edit” such a person’s record, but you will be able to see their headline information and the name of the church where their membership is held.

1. Start as previously by selecting “Search/New” from the member tab.
2. Untick the “local” box (see arrow):



3. Type the person’s name in the “Name/code/email” box and “search”.
4. If the person is registered as a member at another church in the BUC their name will be shown under the “Records” header:



What if no name is listed, but the individual is sure their membership was at a church in the BUC?

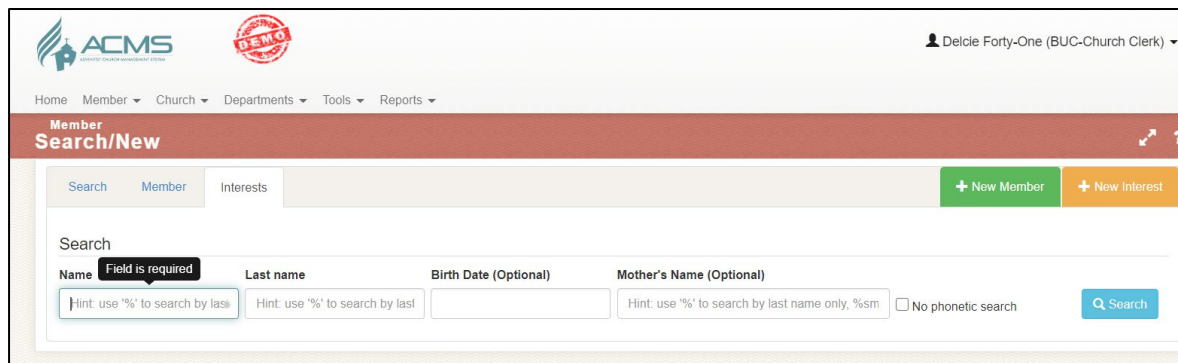
1. Change “person type” to “all” and search again,

2. They might now appear, listed as an “INT” or “PER”,
3. If they are either an INT or a PER then please contact the Mission / Conference Office to query whether they can be associated with your congregation.
4. If they had been recorded as a “missing” member the Mission / Conference will enact a transfer recommendation to your church.
5. If the person was from outside the BUC, it is possible that no transfer of membership was ever made to the prior church they attended. In that case you may need to find out what church they held their membership in overseas and request a transfer from there.

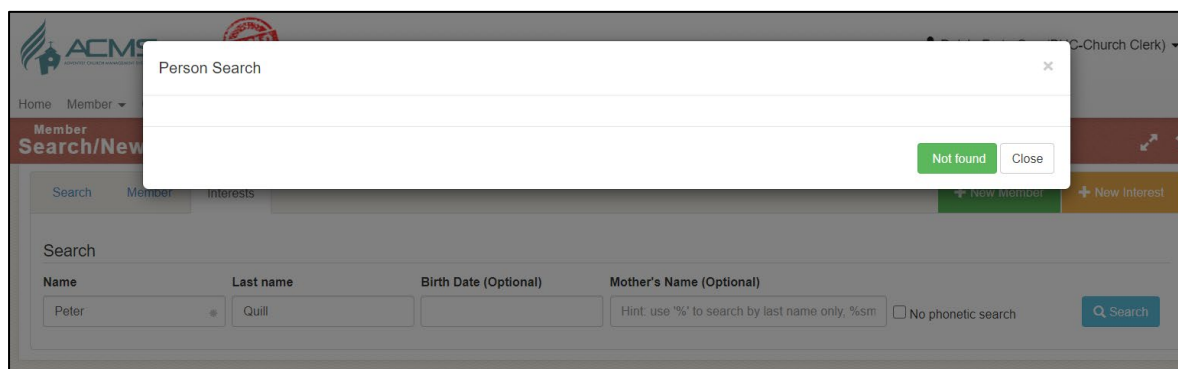
Adding an Interest

It may be that you have someone who comes to church regularly, who is not a member, but participates and *has given you permission* to store their details, they can be added to the database as an interest.

1. Select the “Member” Tab,
2. Select “Search/New” from the drop-down box,
3. Select “+ New Interest” tab:



4. You will be prompted to enter the person’s name, do so and click the “Search” button



5. Providing nothing is found click the “Not Found” button. If the name is found as a Member or an Interest, you will need to verify if they are the same person or not before you proceed. You will need to contact your Conference or Mission Clerk. Otherwise click the “Select” or “Not Found” button. The full record page will open with the name already filled in
6. You then need to complete the following as a minimum:
 - a. Date of Birth
 - b. Gender
 - c. Interest Information (7 Options)
 - i. First time visitor
 - ii. Prior Adventist
 - iii. Regular Visitor
 - iv. Ready for Baptism
 - d. Additional information, address and contact details, can be added if you have it

ACMS
 Home Member Church Departments Tools Reports

Delcie Forty-One (BUC-Church Clerk)

Member Search/New

Search Member Interests + New Member + New Interest

Search

Name: Peter Quill * Last name: [] Birth Date (Optional): [] Mother's Name (Optional): []
 Hint: use "%" to search by last Hint: use "%" to search by last name only, %sm No phonetic search

Personal data

Code: [] Name: Peter * Last name: Quill * Full Name: Peter Quill * Image:

Title: Select * Initials: []

Gender: Select * Birth Date: [] Birth country: United Kingdom * Birth Place: []

Known as: [] Mother's Name: [] Father's Name: []

Street Address []

Contacts []

Additional Information []

Interest Information

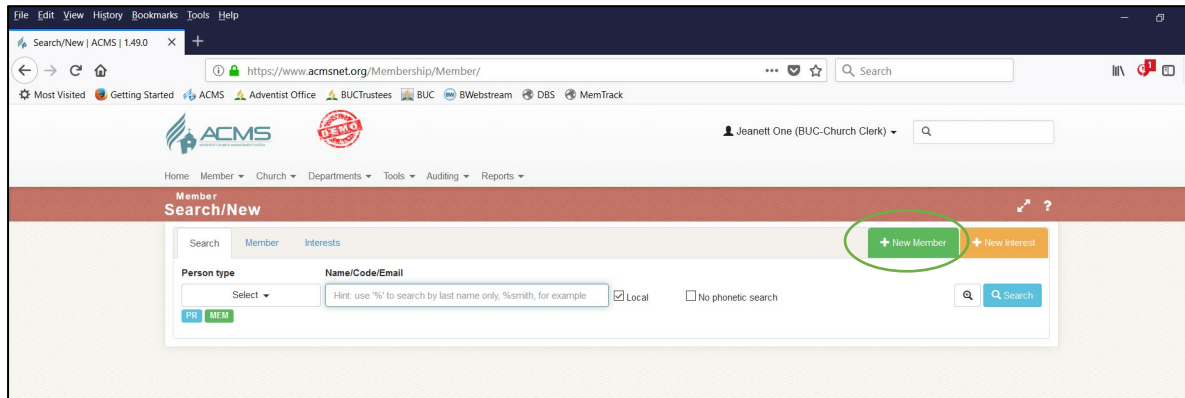
Status: Select *

7. Make sure to click the "Save" button at the bottom of the page once done:
8. Providing everything has worked correctly you should see the green "Success" banner displayed, and the person will now be listed as an interest of your church.

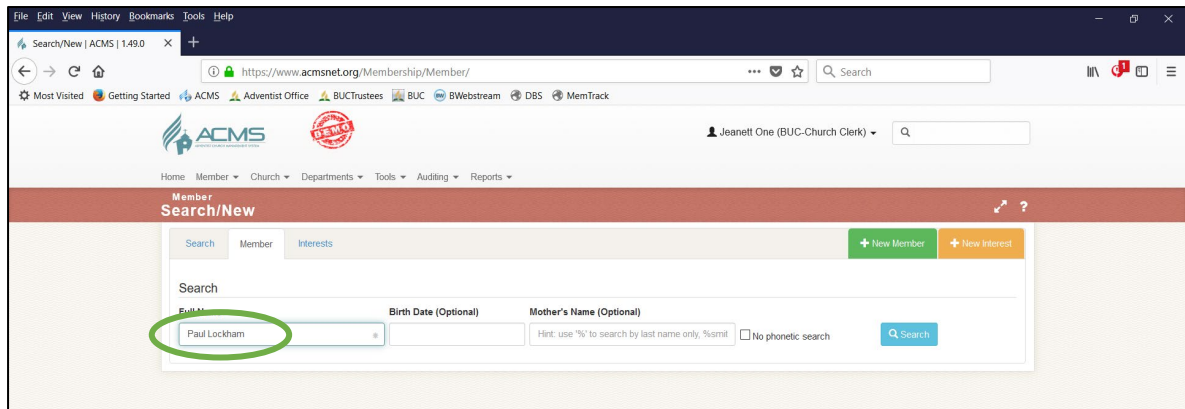
Adding a New Member

1. By Baptism

9. Select the “Member” Tab,
10. Select “Search/New” from the drop-down box,
11. Select “+ New Member” tab:



12. You will be prompted to enter the person’s name, do so and click the “Search” button:



13. Providing nothing is found click the “Not Found” button. If they are shown as an INT, click the “Select” button. The full record page will open:

If the person is found as a MEM or PER you will need to talk to the Conference / Mission

The screenshot shows the ACMS Membership Member Search/New form. The 'Ceremony' dropdown menu is highlighted with a green circle. The form includes fields for Full Name (Paul Lockham), Birth Date (Optional), and Mother's Name (Optional). There are also buttons for '+ New Member' and '+ New Interest'.

Clerk.

14. The first section to complete is the “Ceremony”, click on the dropdown and choose “Baptism”:

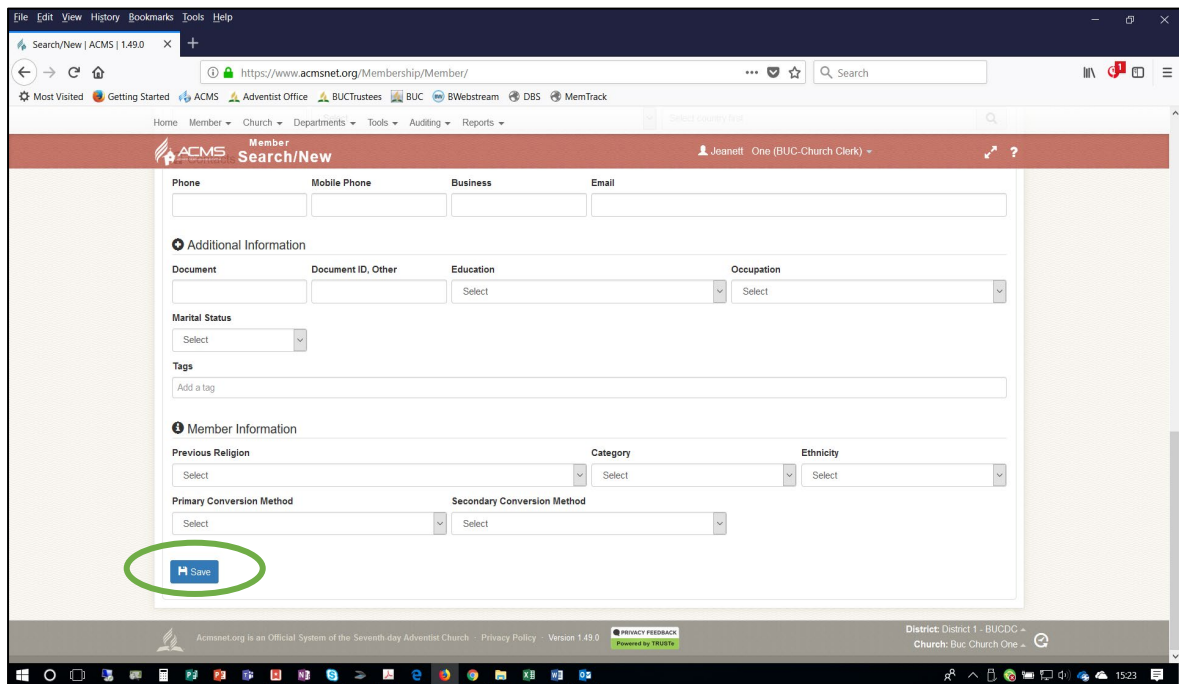
The screenshot shows the ACMS Membership Member Search/New form with the 'Ceremony' section highlighted. The 'Type' dropdown is set to 'Baptism'. The 'Date' and 'Ceremony date' fields are highlighted with green circles. The 'Baptised by' field is also highlighted with a green circle. The form includes fields for Full Name (Paul Lockham), Birth Date (Optional), and Mother's Name (Optional). There are also buttons for '+ New Member' and '+ New Interest'.

15. You then need to complete the following as a minimum:

- e. Date = date of the baptism.
- f. Ceremony date = date the vote into membership took place, often the same as the date of the baptism, but not always if the baptism took place at a camp, day of fellowship, at a campaign, etc.
- g. The pastor’s name. By default, ACMS will add the district pastor’s name, but if it was a different pastor just replace the name.

16. After completing the Ceremony section, continue to scroll down the form and complete the entries that are “required” and as many of the other fields as you have information for. Note that fields with a grey start to the righthand side are required.

17. Make sure to click the “Save” button at the bottom of the page once done.



18. Providing everything has worked correctly you should see the green “Success” banner displayed, and the person will now be listed as a member of your church.

2. By Profession of Faith or Rebaptism

1. Repeat steps 1-4 as in adding a person by baptism as above.
2. If this is a rebaptism and the person’s name appears as a “MEM”, contact the Conference / Mission Clerk who will have to first adjust them out of membership so that they can be re-entered as a member by rebaptism.
3. If the name appears as an INT or PER click “Select”, if the name does not appear click “Not Found”.
4. The form will then open and you can continue with steps 6 to 10 as above. The information you need to enter will be slightly different for a Profession of Faith and a Rebaptism to that of a Baptism.

3. By Adjustment

On rare occasions you may need to add someone by adjustment. Please speak with the Conference / Mission Clerk before doing so. If given the go-ahead, the process is the same as above.




Removing Members

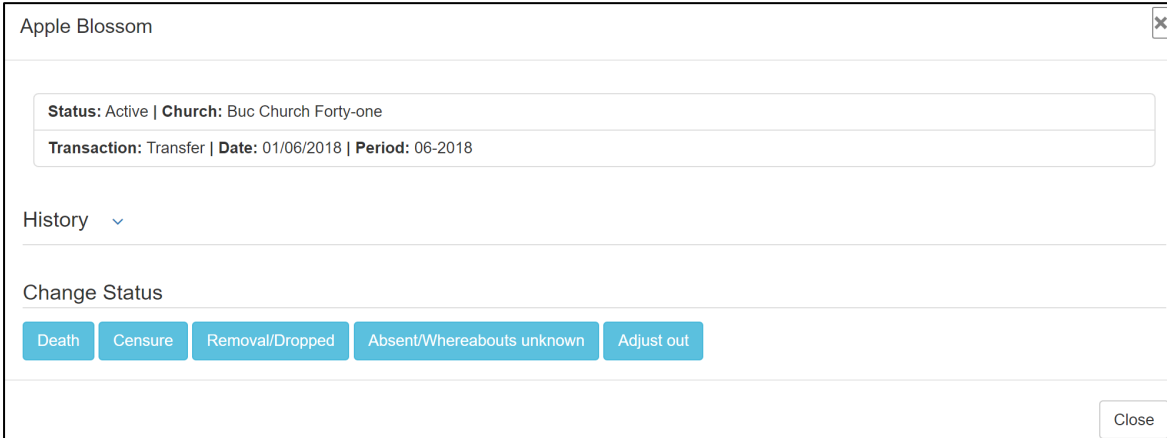
There are a number of circumstances in which we record the removal of members;

1. Death
2. Discipline
3. Absent/Whereabouts unknown
4. At their own request

1. Recording the Death of a Member

When you hear of the death of a church member, it is important to ensure that the death is recorded promptly. Recording a death requires no action by the Church board or church.

1. Select the “Member” Tab
2. Select “Search/New” from the drop-down box
3. Search for the member by name or by simply pressing the search button
4. When you have found the member you can do this one of two ways;
 - a. You can select the pencil to edit the members record 
 - b. You can select the three dots to the right of the name 
5. In each case you will select ‘transaction’ button and a dialogue box will open 



6. By selecting the ‘Death’ button, you will be invited to enter the date on which the member passed away and press the update button to complete the process

2. Discipline

Church discipline is a redemptive process which should never be carried out in a manner other than prayerfully, solemnly and with a love that only Christ can inspire. Chapter 7 of the Church Manual, Discipline, should always guide us through this difficult process and it’s instruction carefully followed in such circumstances. It begins by saying;

The Bible and the Spirit of Prophecy set forth in clear, unmistakable language the solemn responsibility that rests upon the people of God to maintain their purity, integrity, and spiritual fervour. If members grow indifferent or drift away, the church must seek to reclaim them for the Lord.¹

¹ Church Manual, 19th Edition, pg 56

Needless to say, when you have to record a member who has been censured or removed for cause as outlined in chapter 7 of the Church manual you will need to provide the dates of the various steps to be followed. The process for censure and removal is almost identical, however, for censure you will have to state whether it is from one to twelve months. For removal you will record the date when the member was notified that his/her name was voted out of membership and the minute number if used.

History ▼

Change Status

Death
Censure
Removal/Dropped
Absent/Whereabouts unknown
Adjust out

Censure

* Received visits?
 * Violation of principles, as outlined in Church Manual

Member notified item going to church board

Censure voted by Church Board

Member notified item going to business meeting

* **Date business meeting voted**

Member notified of Censure vote

Duration **Minute Number** **End Date**

* ▼
 *

Apply

3. At their own request

If the member has requested to have their membership removed, this procedure is outlined in the Church Manual, pg 66,

Great care should be exercised in dealing with members who request to be removed from membership. The Church recognizes the right of the individual to withdraw membership. Letters of resignation shall be presented to the board, where the resignation will be recorded with the effective date according to the resignation letter. Out of Christian consideration for the individuals involved, action shall be taken without

Change Status

Death
Censure
Removal/Dropped
Absent/Whereabouts unknown
Adjust out

Removal/Dropped

Received visits?
 At member's request
 Violation of principles, as outlined in Church Manual

* **Date**

Minute Number

*
 Update

public discussion. Efforts should be made to restore the individual to the church family.

Once the resignation has been recorded by the board it should be duly updated on ACMS.

4. Absent/Whereabouts unknown

The process for recording and reconnecting with missing members should take two years to ensure that all efforts have been exhausted in finding the church member. The process requires the church board identifies any potentially missing or absent members and to record these at the business meeting. The date marks the beginning of the two-year period.

Again, this matter is found in the 'transaction' dialogue box as above.

Change Status

Death
Censure
Removal/Dropped
Absent/Whereabouts unknown
Adjust out

Absent/Whereabouts unknown

Send to Absent/Whereabouts unknown

Effective Date

Send

At this time, the members name will continue to remain on the membership list. However, they will now be listed on the 'Absent/Whereabouts Unknown' menu.

From the Members Menu, select 'Absent/Whereabouts Unknown' from the dropdown menu. Here you will retrieve a list of all members whose whereabouts is unknown.

Home Member Church Departments Tools Reports

Member

Absent/Whereabouts unknown

+ Add to Absent/Whereabouts unknown

Search

Entity: Buc Church Forty-one

Name:

Waiting
 Expired
 Church
 Company
 Search

2 Records

Picture	Member	Church	Effective Date	Listed	Locked Until	
	Darth Vader	Buc Church Forty-one - BUCDC	10/05/2018	08/05/2019	10/05/2020	Comment Edit Cancel Refresh
	Ruth Smith	Buc Church Forty-one - BUCDC	19/12/2018	06/01/2019	19/12/2020	Comment Edit Cancel Refresh

- Effective Date – date member was first recognised as missing or submitted to the Business meeting
- Listed Date – the date the action was recorded on ACMS
- Locked Until – the end of the two year period
- You are able to record comments, when efforts have been made
- You can edit the effective date
- Should the member be found you can cancel their place on the list. This will be necessary if they have been found or you are to process their transfer to another church.

- If at the end of the two year period the member has not be found and their record has become unlock, you can select the tick box to the left of their name (Only becomes available at the end of the two year period) and you will be asked to record the date when it was finally minuted, with the business meeting, that the member was offically missing.

Home Member Church Departments Tools Reports

Member
Absent/Whereabouts unknown

+ Add to Absent/Whereabouts unknown

Search

Entity: Buc Church Forty-one Name: []

Waiting Expired Church Company

2 Records

Picture	Member	Church	Effective Date	Listed	Locked Until	
<input checked="" type="checkbox"/>	Darth Vader	Buc Church Forty-one - BUCDC	10/05/2018	08/05/2019	10/05/2020	[Message] [Edit] [Lock] [Refresh]
	Ruth Smith	Buc Church Forty-one - BUCDC	19/12/2018	06/01/2019	19/12/2020	[Message] [Edit] [Lock] [Refresh]

Remove Missing

Transaction Date: [] Minute Number: [] [Update]

- At this time their name will no longer appear on the membership list and the system will class them as a 'person'

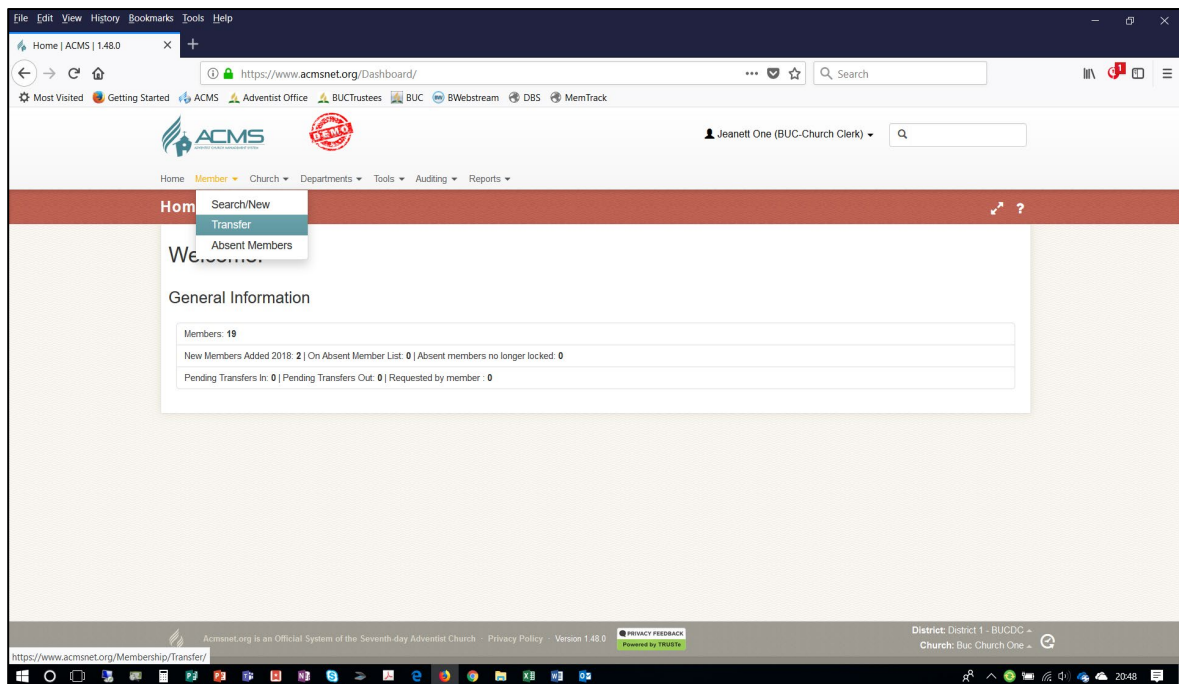
PER	13513053	Darth	Vader	10/10/2000		Buc Church Forty-One	BUCDC - BUCDU	[Edit] [Refresh] [More]
-----	----------	-------	-------	------------	--	----------------------	---------------	-------------------------

- Should they return at a later date claiming they were once a member, you will need to extend the search to include the 'person' category.
- There membership can be simply reinstated either by rebaptism, profession of faith or adjustment. This process is the same as adding a New Member and selecting the name which will appear if they are on the missing list.

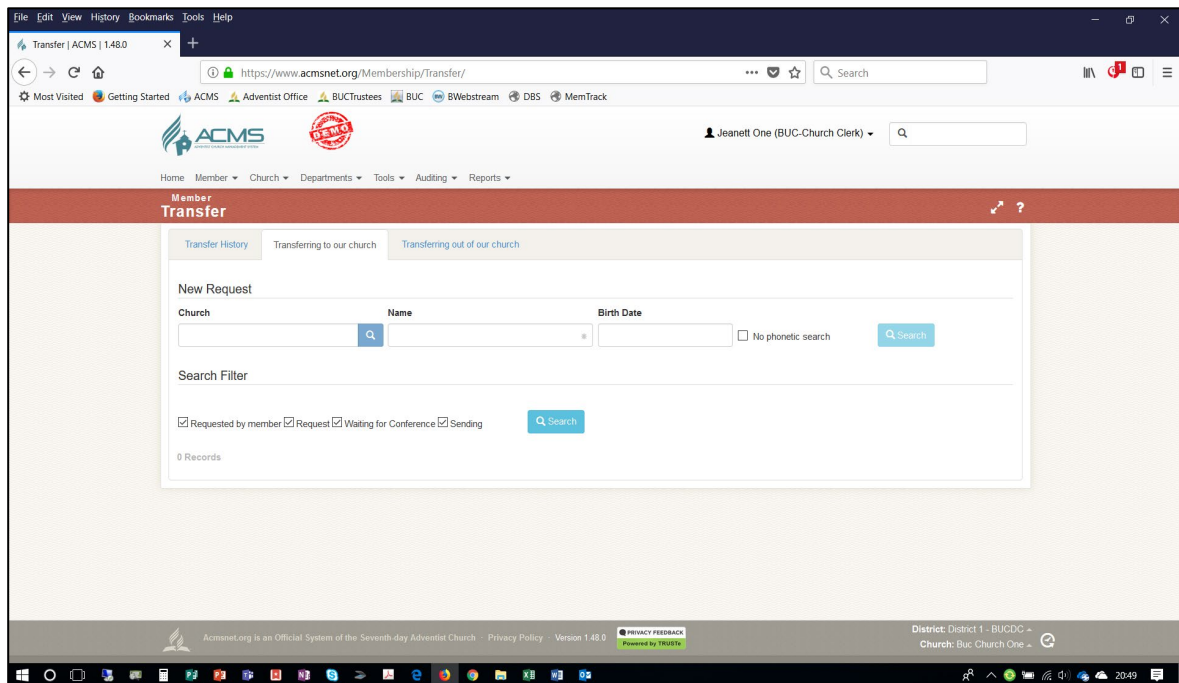
Membership Transfers (within the BUC / ACMS system)

1. Requesting a transfer of membership to your church

From your Home page select the “Member” tab and then choose “transfer from the menu:



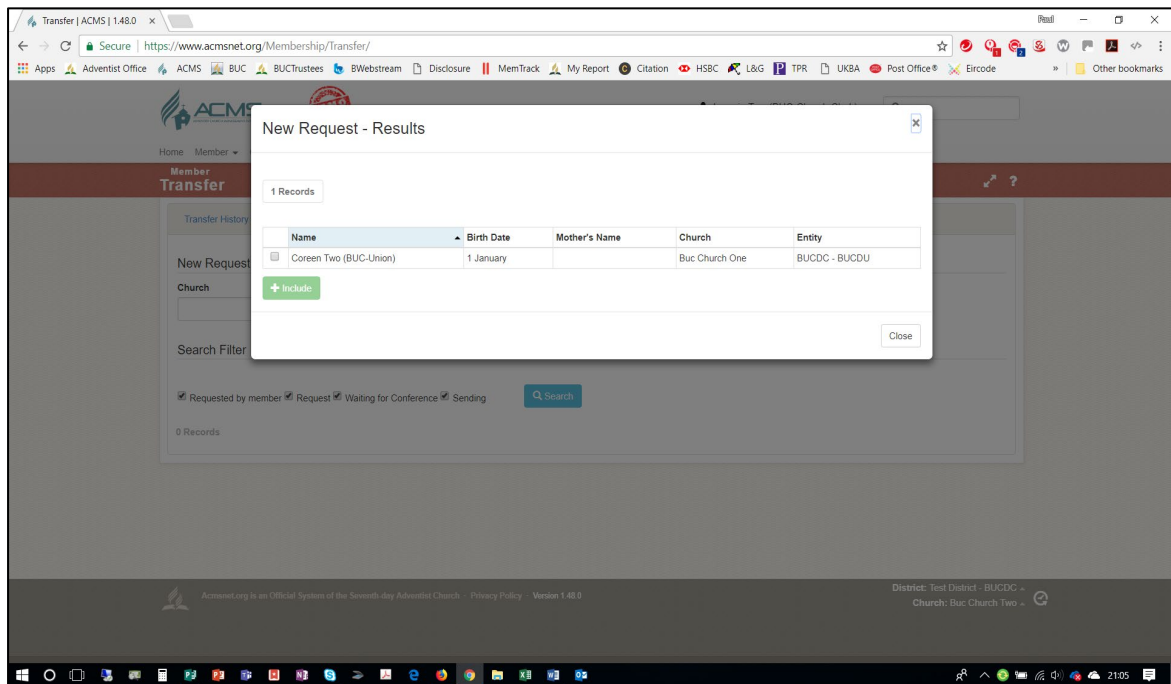
This will open a new options page:



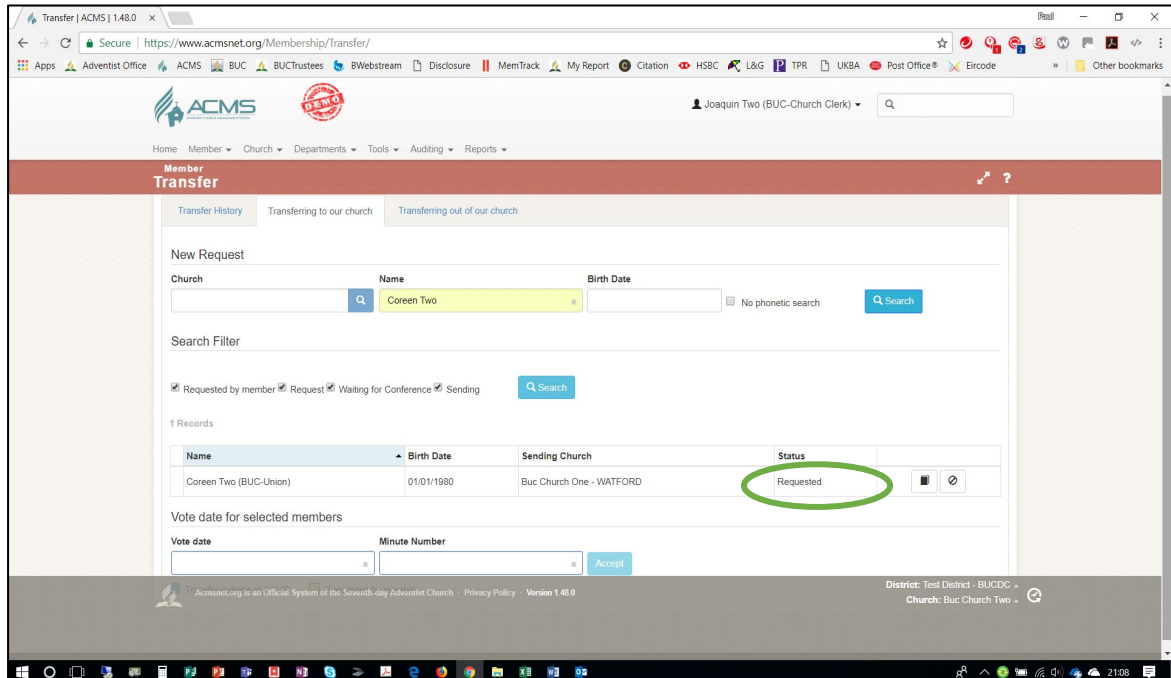
To request another church in the BUC / ACMS system for a membership transfer recommendation:

1. Choose the “Transferring to our church” tab.
2. Type the person name and click “search”.

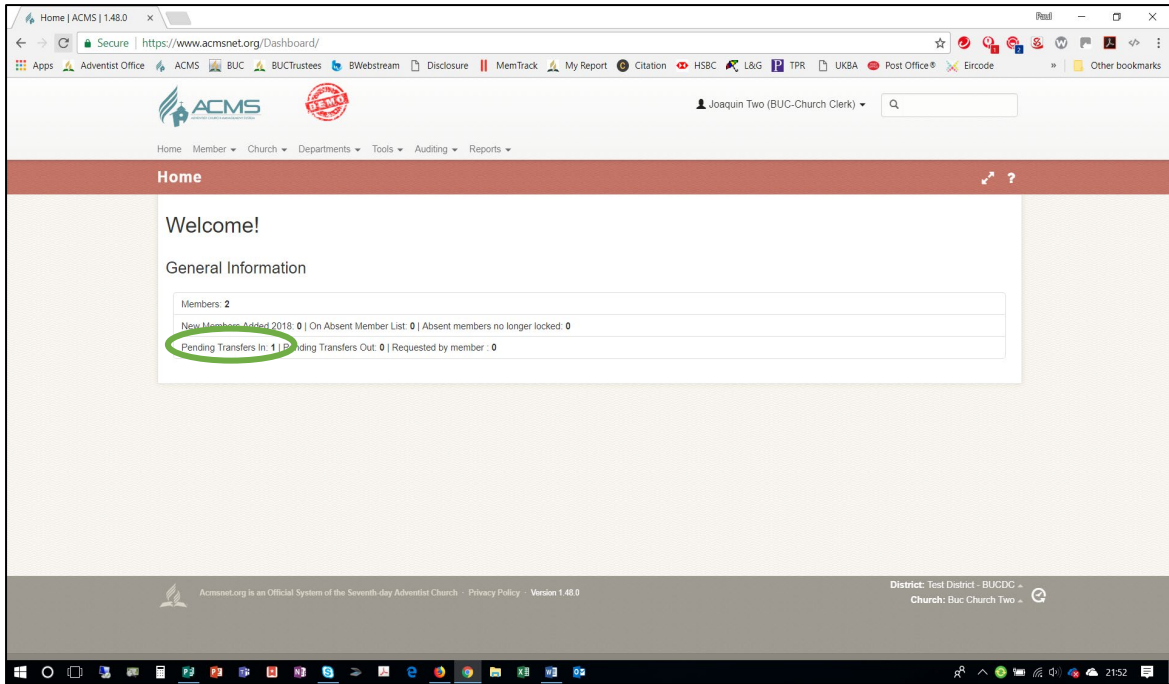
3. If the person is registered as member elsewhere a popup box will appear:



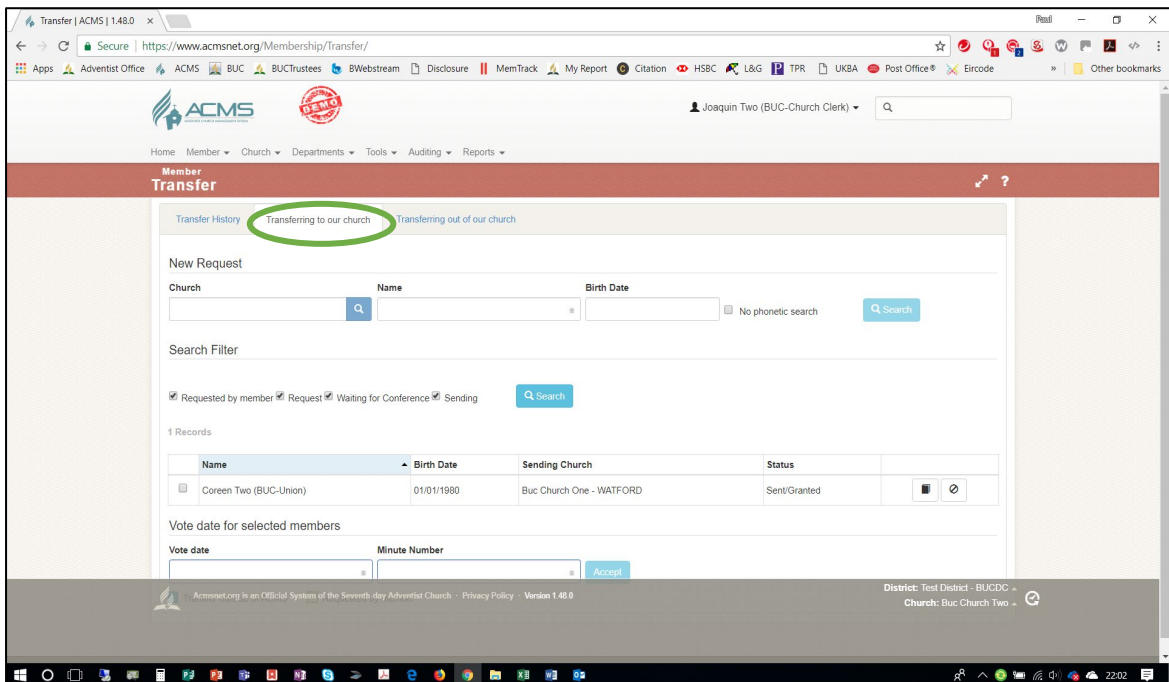
4. Click the "tick box" to the left of their name and then the "+ Include" button
5. The page will refresh, and you will then see a new line that shows the "request" has been send to the other church:



6. Once the other church has voted the recommendation and the church clerk has completed the "Transferring out of our church" section, the "Pending transfers in" will be shown on your Home page:

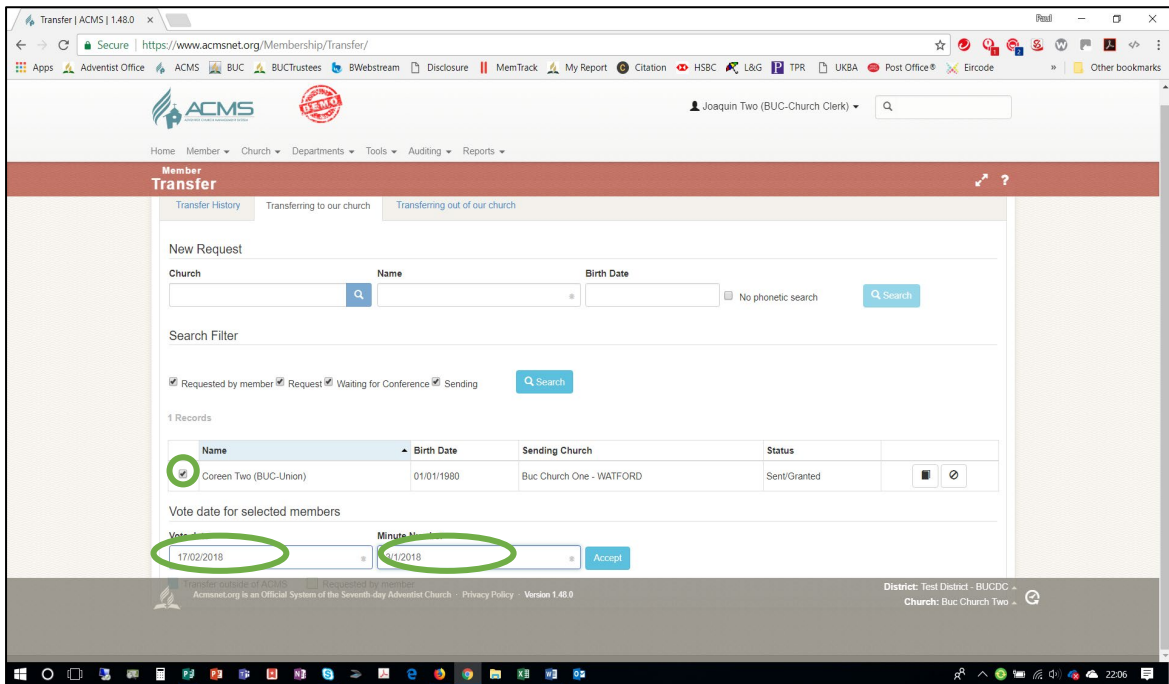


7. You now check the recommendation by clicking on “Member” Tab and choosing “Transfer” from the drop-down menu.
8. If it did not open to that section, select the “Transferring to our church” tab:



9. Having checked that you have received the recommendation expected, follow the normal procedure for the church to vote acceptance of the member into your church
10. Once the vote has been taken return to this page to complete the transfer in process which is done by:
 - a. Tick the box to the right of the person’s name.

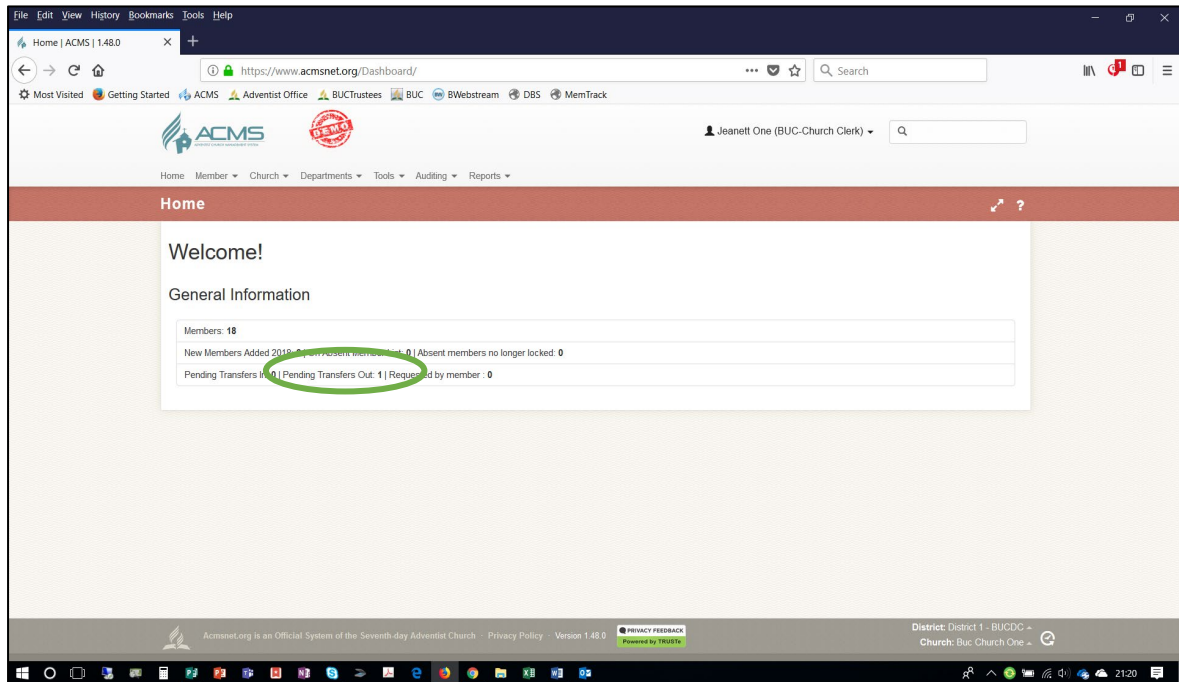
- b. Fill in the date the vote into membership was taken.
- c. Add the minute number of the Board action recording the transfer.
- d. Click the “accept” button.



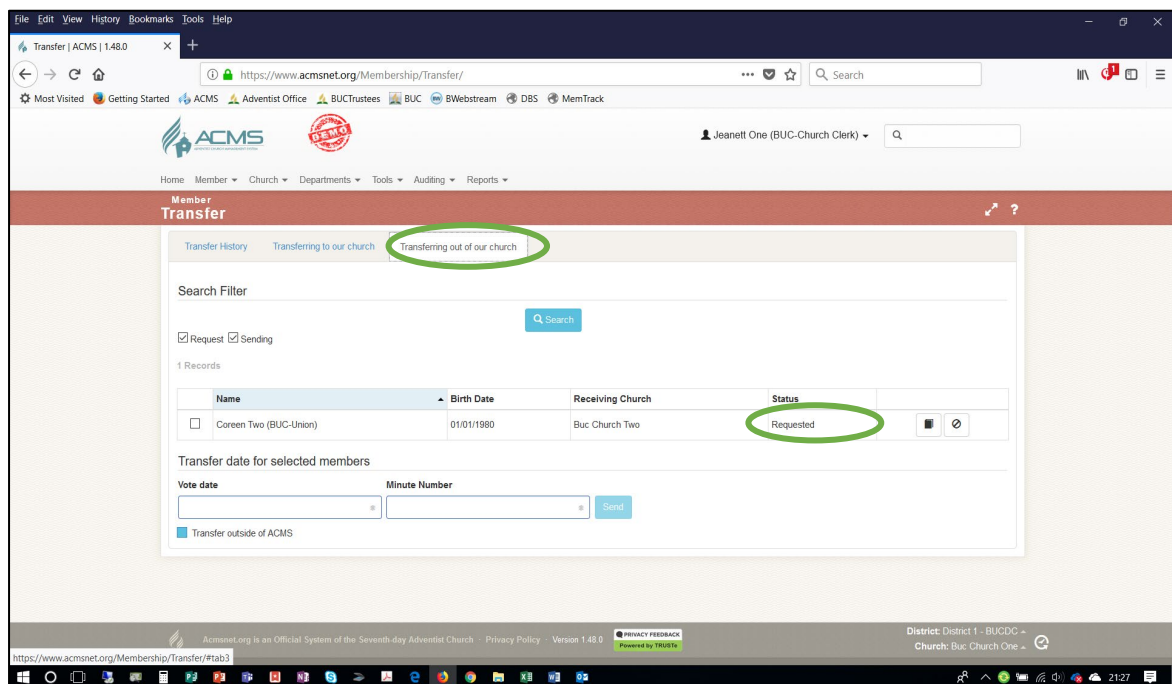
- 11. Providing everything has worked correctly you should see the green “Success” banner displayed, and the person will now be listed as a member of your church.

2. Recommending a Transfer of membership from your church

If another church is requesting a transfer of membership from your church, you will see this displayed on your Home page:

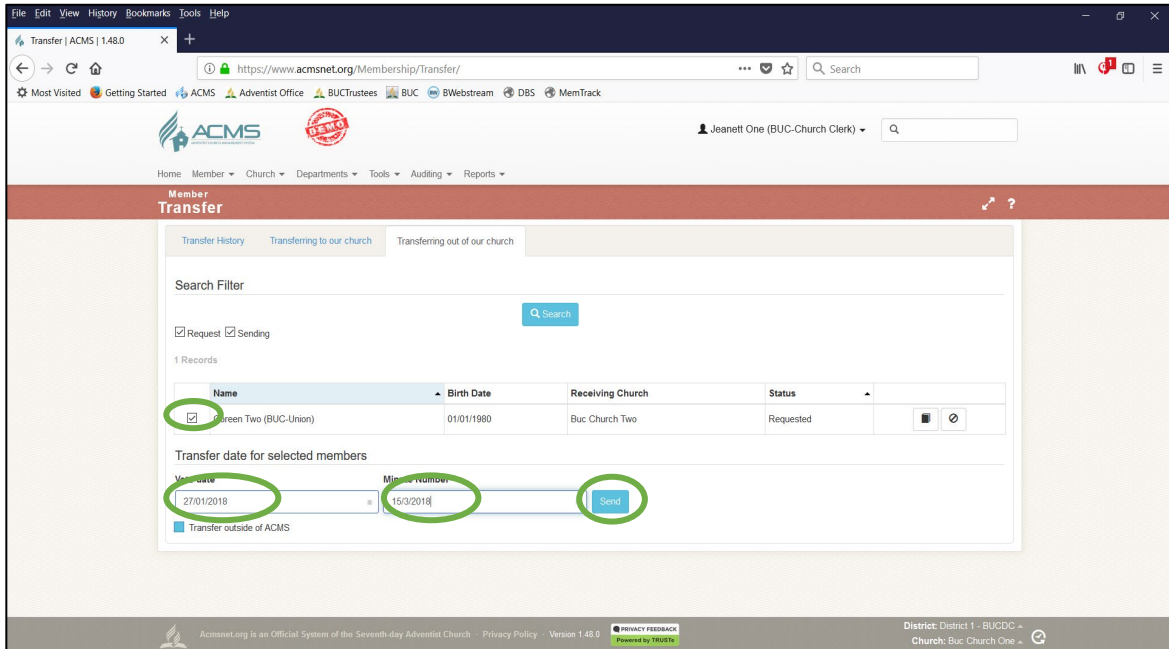


1. Go to the Transfers page by clicking on "Member" and choosing "Transfer" from the drop-down menu.
2. Select the "Transferring from our church" tab:

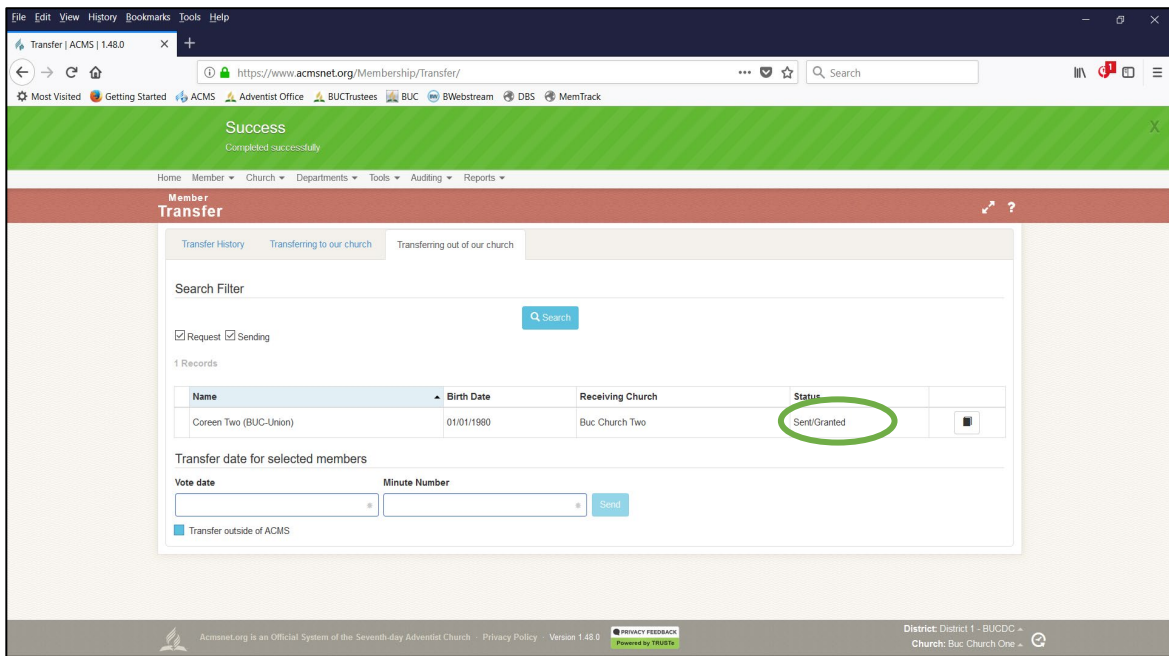


3. You will see the detail of the individual whose membership is being requested from your church.
4. Follow normal transfer procedure to vote the recommendation of transfer.
5. Once the vote to recommend transfer has taken place return to the transfer page:

- i. Tick the box to the left of the person’s name.
- ii. Fill in the date the vote of recommendation was taken.
- iii. Add the minute number of the Board action recording the transfer.
- iv. Click the send button.



Providing everything has worked correctly you should see the green “Success” banner displayed:



You will see that the transfer is marked with “Sent / Granted” in the Status box. The individual will remain on your membership list, with the “Pending transfer out” indicated on your Home page until the receiving church has voted the member in and completed the “transferring to our church” sequence in ACMS. As soon as the receiving church has

completed the transfer process at their end, the member will be removed from your list and added to that of the receiving church.

3. Membership Transfers (Outside the BUC/ACMS System)

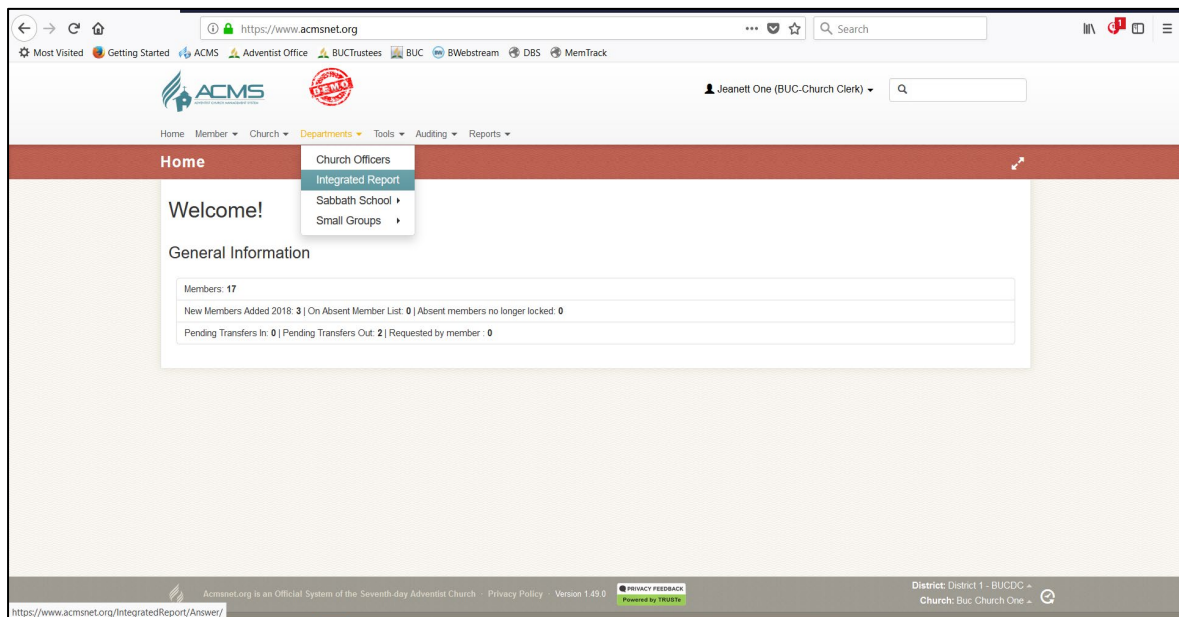
To process a transfer of membership for a church that is not in the BUC or from a country not currently using the ACMS system, Sorry, but you will need to do it the old-fashioned way. Once the transfer has been processed, you will need to notify your local conference/mission clerk, with the dates of the votes in both the sending and receiving congregations, and they will process the transfer on ACMS so that the membership record will reflect the transfer on their record.

Reporting Attendance

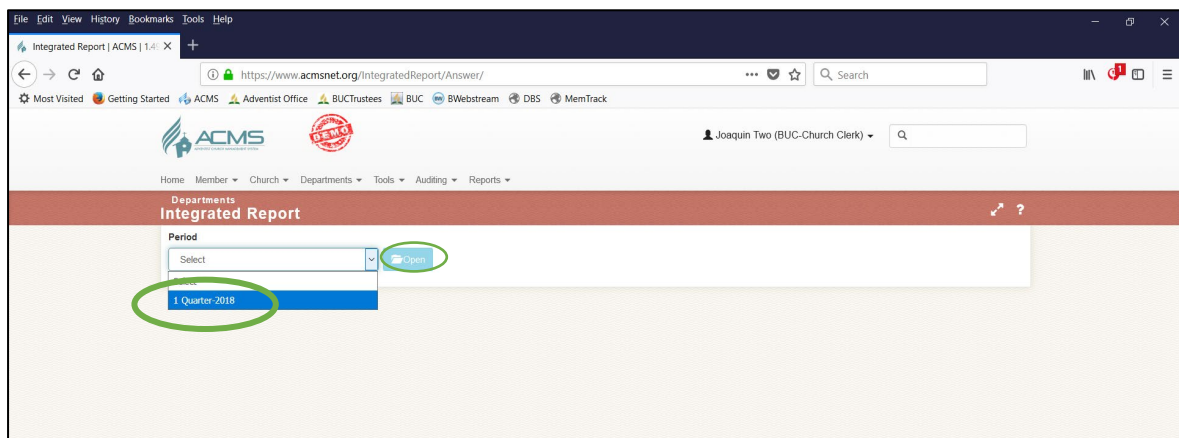
Each congregation is requested to report its “Attendance” on the second and seventh Sabbaths of each quarter. Attendance is literally a head count of everyone in the church on the day, from cradle to the grave, visitor, member, whatever their connection to the church. There are two counts requested on each of the Sabbaths, one in Sabbath School and one in the Worship Service. The suggestion is that the Sabbath School count should be just before the end of the lesson study period and the Worship Service count just before the sermon.

Reporting the attendance is as follows:

1. Select the “Departments” tab and then choose “Integrated Report” from the drop-down menu:



2. Choose the current quarter in the “period” drop down and then click “Open”:



3. The Report form will open:

ACMS
Home Member Church Departments Tools Reports

Departments
Integrated Report

Period
2 Quarter-2020 Report is Incomplete

Secretariat

	Second Sabbath	Seventh Sabbath
Sabbath School attendance		
Church attendance		

World Mission

Running a center of influence? Yes No

4. Enter the attendance for each of the services. You can enter the figures for both Sabbaths together, but it might be better to enter those for the second Sabbath soon after the count has been taken and then the same after the seventh Sabbath. Please don't wait until the end of the quarter to make the entries as this report has an auto shutoff period.
5. Once you have entered the attendance counts for the Sabbath, scroll down to the bottom of the report page and click "Save".
6. A new popup window should appear
7. After entering the second Sabbath attendance click the "Save without submitting" button:

ACMS
Home Member Church Departments Tools Reports

Departments
Integrated Report

Period
2 Quarter-2020 Report is Incomplete

Secretariat

	Second Sabbath	Seventh Sabbath
Sabbath School attendance		
Church attendance		

World Mission

Running a center of influence? Yes No

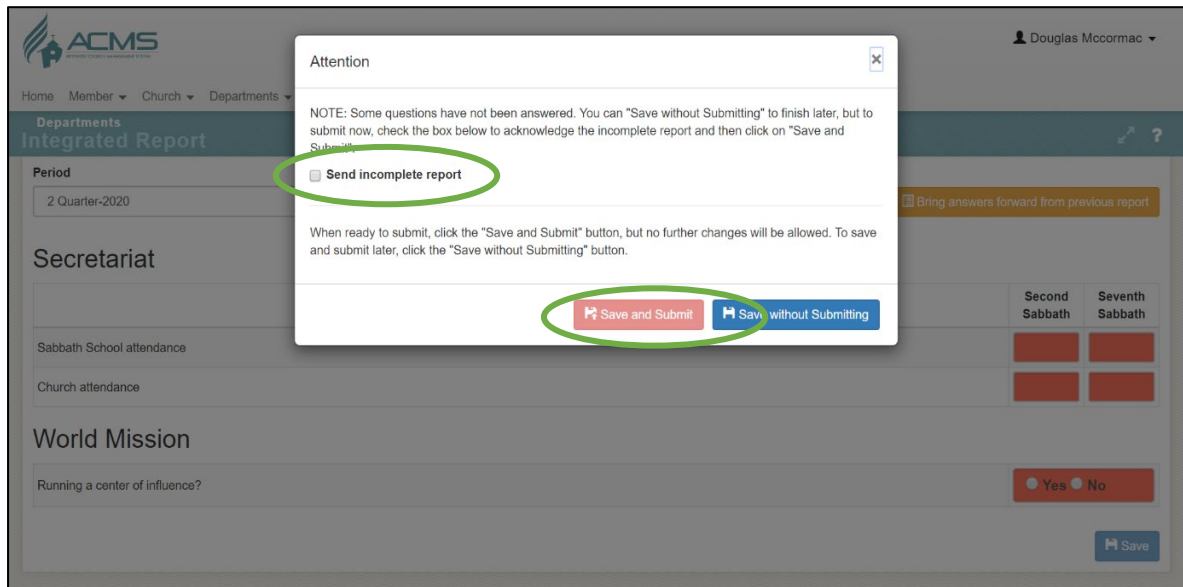
Attention

NOTE: Some questions have not been answered. You can "Save without Submitting" to finish later, but to submit now, check the box below to acknowledge the incomplete report and then click on "Save and Submit".

Send incomplete report

When ready to submit, click the "Save and Submit" button, but no further changes will be allowed. To save and submit later, click the "Save without Submitting" button.

8. After entering the seventh Sabbath attendance:
 - a. Tick the “Send incomplete report” box,
 - b. Click the “Save and Submit” button:



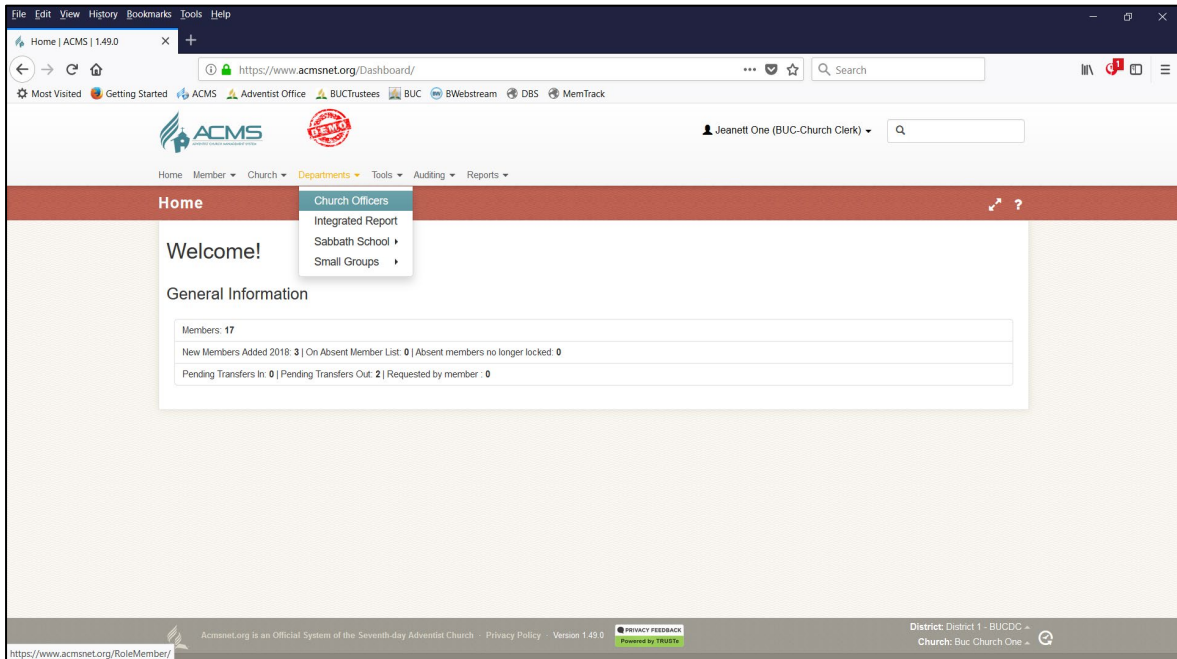
9. If everything has worked correctly you will get a green “Success” banner across the top of the window.

You have now submitted the attendance report for the quarter to the Conference / Mission Office.

Church Officers

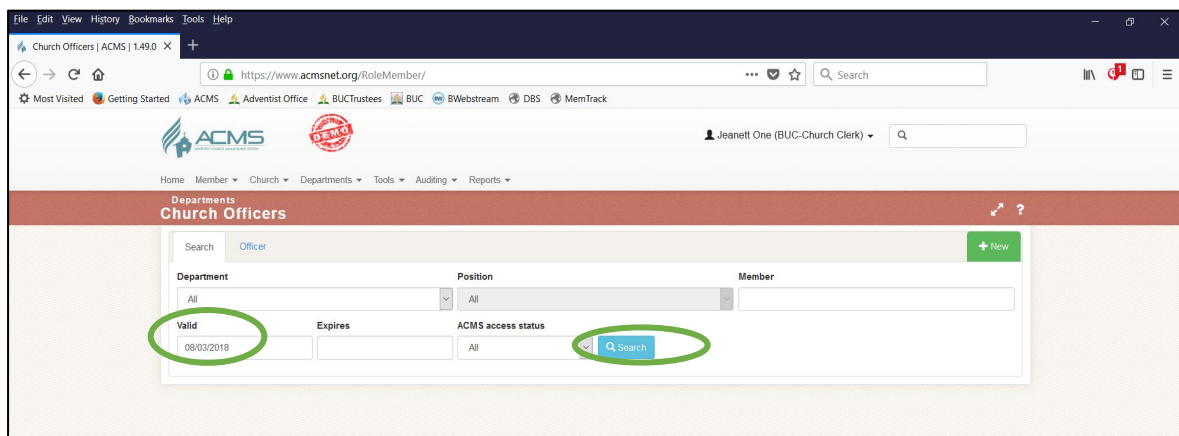
The Officers list for your congregation can be amended any time throughout the year. Usually most officers will only be changed following the round of elections by the church.

1. Select the “Departments” tab and then “Church Officers” from the drop-down menu:

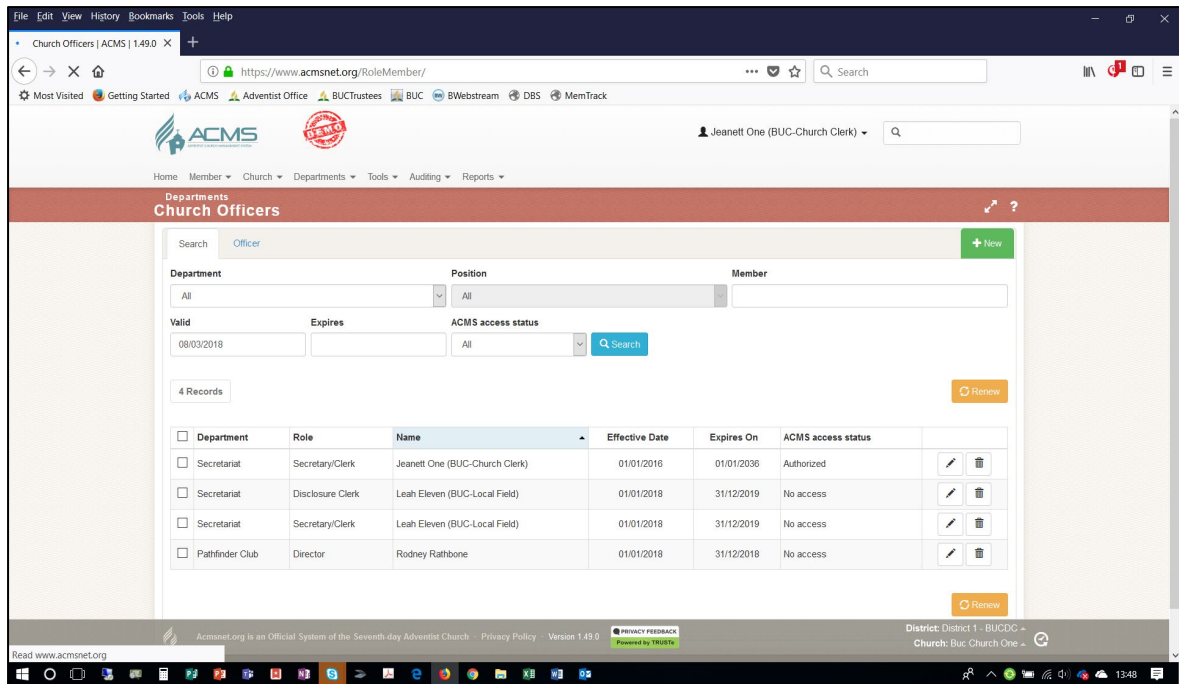


2. On the page that opens, you can search for your current officers by clicking “Search”:

Note that in the “Valid” field the default will be the date you are working, you can amend this date to the beginning of the year or any other date and the search will then return a list of officers that were in position on that entered date.



3. Officers are listed by “Department” and “Role”:
 - a. with an “effective date, which is the date their position started,
 - b. and an “expires on” date, which is date the position comes to an end.

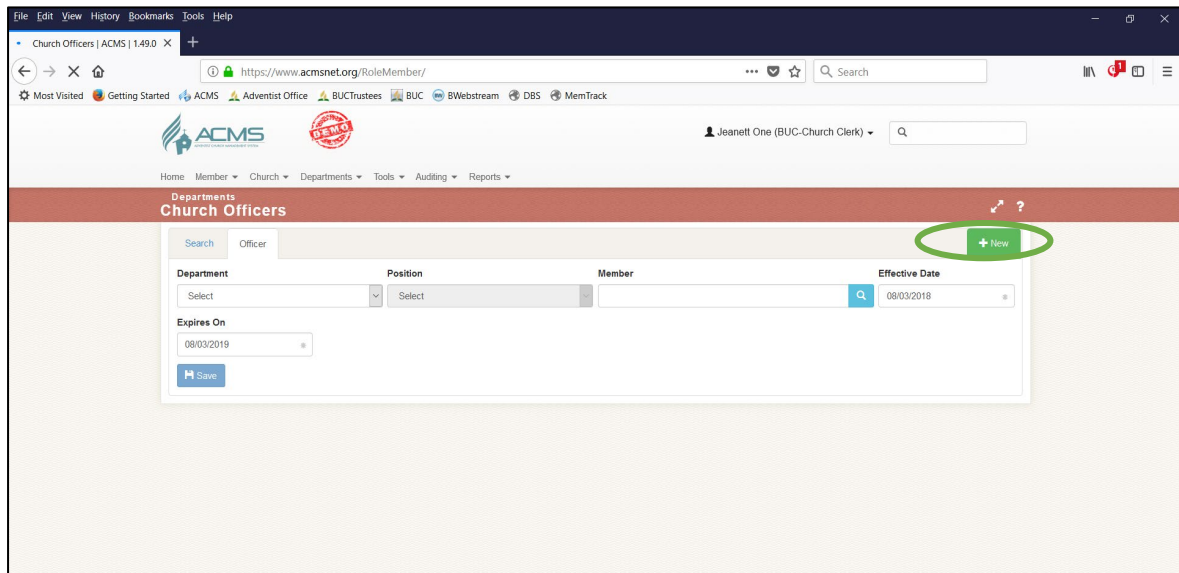



Renewing Church Officers

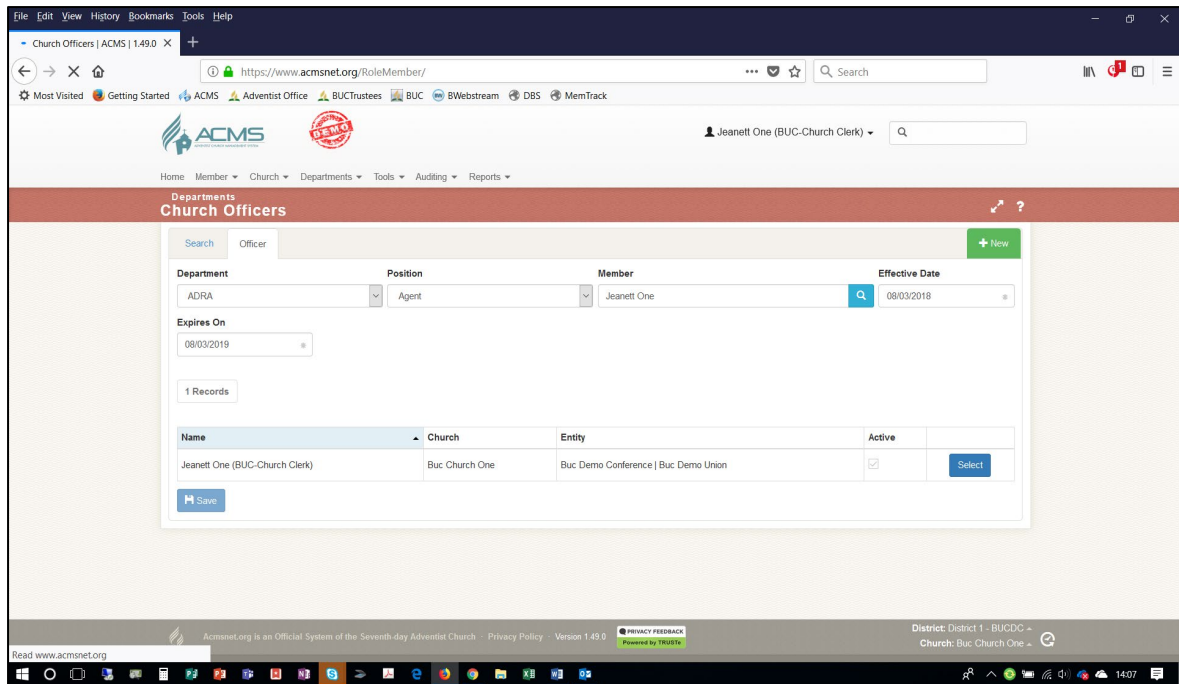
1. If one or more officer is being re-elected, then they can all be “Renewed” by selecting the “tick box” to the left of their name and then clicking the “Renew” button.
2. In the pop-up window enter the “Effective date” and “Expires on” dates that apply to this re-election and click “Save”.

Entering New Officers

1. Click the “+ New” tab to the right of the window:



2. Then choose the “Department” and the “Role” before typing the person’s name and click the  icon and the person’s name should be displayed in bottom section of the screen:



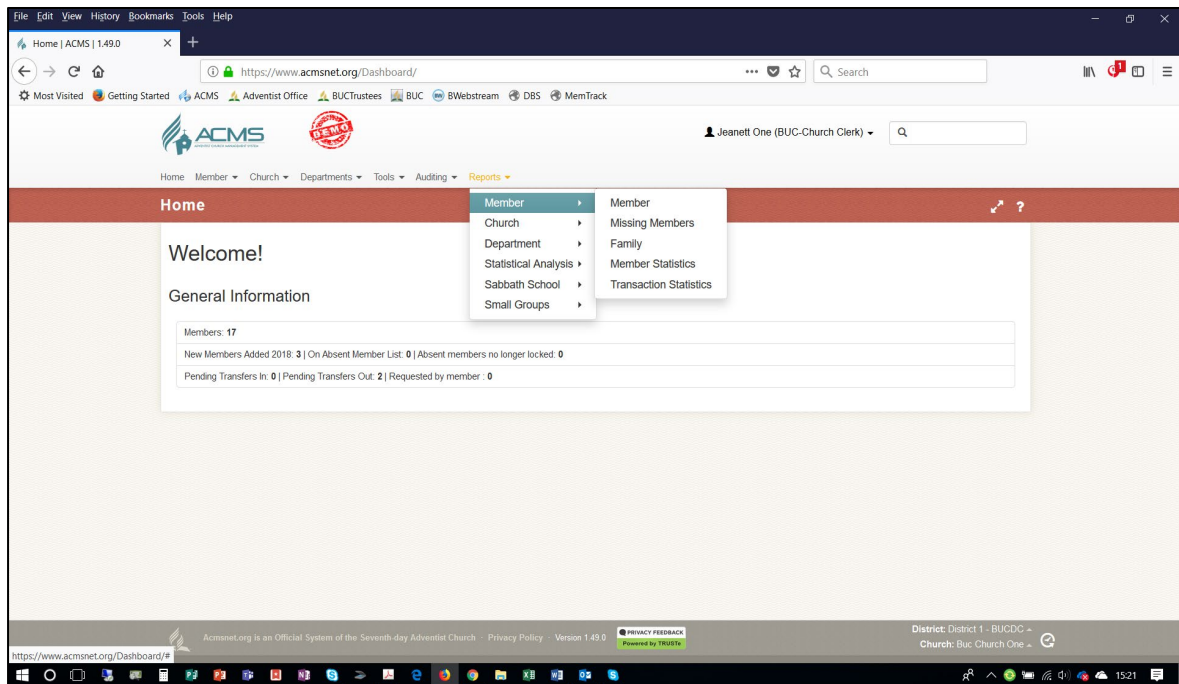
3. Click the “select” button to the right of their name.
4. Once the screen has refreshed, change the dates in the “Effective Date” and Expires On” boxes.
5. Click “Save” and if all is correct the green “Success” banner should be displayed.

Repeat this process for all elected church officers.

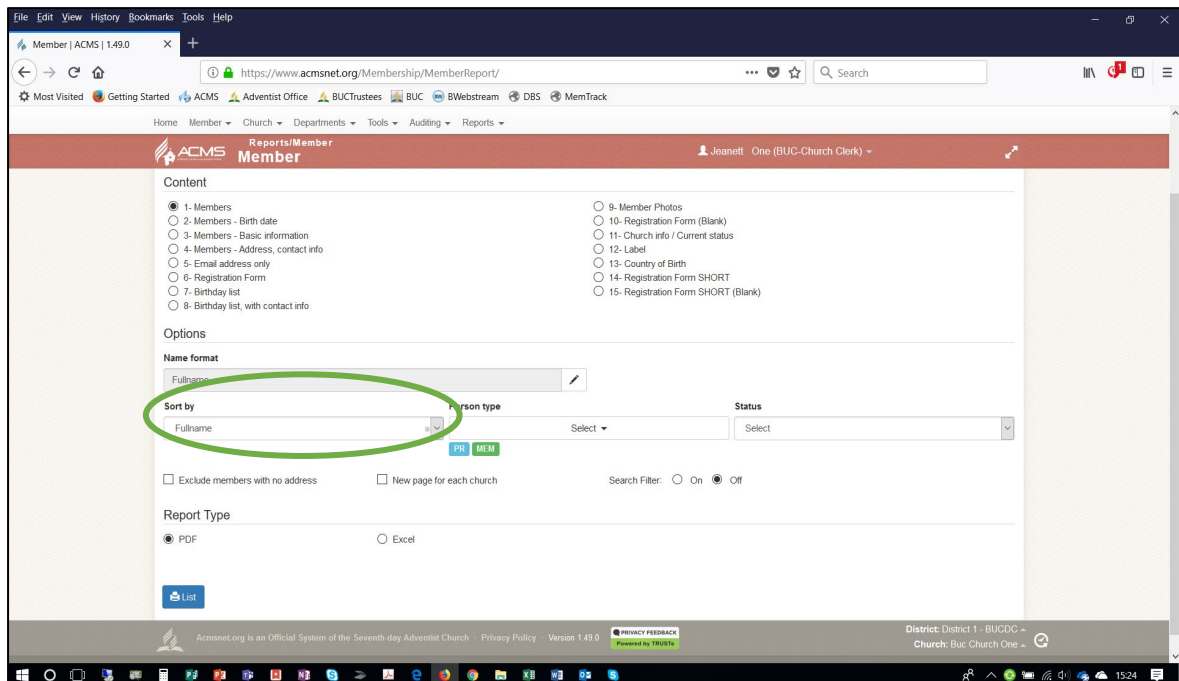
NOTE: In accordance with the church manual on elected officers of a congregation, only persons whose membership is held in your congregation can be assigned a church office in ACMS. If the church has chosen someone whose membership is not held in the local church then ***they cannot be officially listed as a church officer until their membership transfer has been completed.*** Please talk to the person about obtaining their membership transfer. If the individual is reluctant to proceed with a transfer of membership, talk with your pastor about the matter.

Reports and Lists

The “Reports” menu offers a number of options for listing members and also membership transactions.



The option that will be of immediate use is accessed by choosing “Member” from the drop-down menu and then “Member” again from the second drop-down menu:



As you will see there are many options on how a list of members will be displayed in the “Content” section. Option 4 is likely to be the “usual” list you would wish to print for use.

Please note: to have a list sorted by surname in alphabetical order you need to select “Last Name” from the list in the “Sort by” box under Options (the default is “Fullname”).

Main Reports

1. Member
 - a. Members – a list of names only, helpful for reviewing the membership list without all their contact details.
 - b. Members – Address, Contact info
 - c. Birthday List – if you send birthday greetings to your members, does not include the year of birth, *which can be particularly sensitive for some members.*
 - d. Registration Form (Blank) – Handy for giving out to get the necessary information or for an annual membership census
2. Church
 - a. Member Transactions – various reports to analyse the movement of members in an out of the congregation
3. Department
 - a. Church Officers – if you leave the department and role boxes empty, you can generate a report of all the church officers and their contact information. Can even do a photo directory of all officers
 - b. Integrated Report – print the second and seventh Sabbath count reports for quarter or over a defined period
4. Statistical Analysis
 - a. Added by/subtracted by Comparison – can create statistical reports over defined periods of time comparing the addition and subtraction of members
 - b. Transaction Summary – great for board and business meetings. It is a simple numerical report of all movements, comparing one year with another.

Whilst ACMS comes with a host of reports already defined, there are several customisable options so that you can create reports which are relevant to your local congregation. There is plenty of opportunities here to explore how you can present your congregational data in new and creative ways.

Additionally, the reports can be downloaded in both pdf and spreadsheet (excel) formats. Pdf reports are presented in a fixed format. Downloading the spreadsheet of the requested information allows you to format it as you please.

Note: Please take care in downloading and distributing members personal information, as all this material is subject to data protection laws.

Congratulations!



**Now that you have learned the basics,
Go ahead and experiment with the Tools and Reports menu
options there are many more features available to you.**

[Disclaimer](#)

ACMS is owned and developed by the General Conference.

Whilst every effort is made to ensure that this manual is kept up to date, the software is under continuous development. This means that new features may be added, or the way things are done will undergo minor changes. There are scheduled periods when the site is subject to routine maintenance, but these are kept to the absolute minimum.

Should you have any difficulty accessing certain features or if the website appears to be down please do not hesitate to contact secretariat who will seek to give assistance as quickly as possible. We will try to find a remedy to these situations as quickly as possible.

Appendices

Appendix 1 - Membership Audit/Removing Members

The fourth principle of the Data Protection Act 2018 **is that personal data undergoing processing must be accurate and, where necessary, kept up to date.**² Every congregation must take every reasonable step to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.

It is incumbent upon each congregation to ensure that their membership list held by the Conference is accurate, up to date and fit for purpose. One of the functions of the church board is to 'study membership lists and initiate plans for reconnecting (reclaiming) members who have separated from the church.'³

The membership record should be reviewed on at list an annual basis by the church board and when necessary by the church.

If a membership review has not been carried out for some time, then it may be necessary to carry out a full review which will enable your church to reconnect with those on the fringe or have stopped coming to your church altogether.

This can be carried out in one of two ways. Firstly, you can print out a copy of the membership list and with highlighter pens work through the list, highlighting each of the members with the colour scheme suggested below. As you share the list with the church leadership and the board you are seeking to refine the list, so that every attempt can be made to reconnect with those who no longer attending the church.

	attending regularly
	Not attending regularly
	known, whereabouts known, not attending
	known, whereabouts unknown, not attending
	unknown, whereabouts unknown, not attending

Homebound	For housebound members – it is important to have a plan to regularly minister to them and that it is monitored by the church board
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² <http://www.legislation.gov.uk/ukpga/2018/12/part/4/chapter/2/crossheading/the-data-protection-principles/enacted> accessed 20 May 2020.

³ Church Manual, pg 131

You can also work through the membership on ACMS and categorise them, which has already been explained earlier in this manual (pg17-20).

That being said, the church manual, pages 66-67, shares specific guidance in seeking to reconnect with those who no longer come to church for various reasons and whether or not they should be removed from membership. It is important to emphasise that **nonattendance is not necessarily a reason for being removed from membership**. The Church Manual has the following to say;

Church leaders should faithfully visit absentee members and encourage them to resume attendance and to enjoy the blessings of worship with the congregation.

When because of age, infirmity, or other unavoidable cause members find it impossible to attend worship services regularly, they should keep in contact with church leaders by letter or other means. However, as long as members are loyal to the doctrines of the church, nonattendance shall not be considered sufficient cause for removal from membership.⁴

However, there are those who are no longer connected with the church because they have moved away and have not left a forwarding address or have been out of touch for so long no one simply knows who they are. Every effort should be made to seek to reconnect with those on our membership list who no longer attends church. If they have moved away, they should be encouraged to transfer their membership. If they have not left a forwarding address, then;

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."⁵

This process should be recorded in ACMS which will require you to record the date on which the two-year period began and when the business meeting was held to begin this period. At the end of the two-year period the business meeting will convene and conclude the missing report.

⁴ Church Manual, pg 66.

⁵ ibid

Appendix 2 - Church Clerk Resources

Church Manual - <https://www.adventist.org/beliefs/documents/church-manual/>

SEC Secretariat - <https://sec.adventist.uk/departments/secretariat/>

SEC Church Clerk Resources - <https://sec.adventist.uk/departments/secretariat/church-clerk/>

BUC Secretariat - <https://adventist.uk/departments/executive-secretary/>

Appendix 3 - World Fields that are on ACMS

World Fields that are on ACMS
as of May 2020

East-central Africa Division		
Burundi Union Mission		Rwanda Union Mission
East Congo Union Mission		Central Rwanda Field Online
East Kenya Union Conference		East Central Rwanda Conference Online
Central Kenya Conference	Online	East Rwanda Field
Central Rift Valley Conference	Online	North Rwanda Conference Online
Kenya Coast Field	Online	North-east Rwanda Field Online
Nyamira Conference	Online	North-west Rwanda Field Online
South Kenya Conference	Online	South Rwanda Field Online
South-east Kenya Field	Online	South-east Rwanda Field Online
Ethiopian Union Mission		West Rwanda Field Online
Central Ethiopia Field	Online	Southern Tanzania Union Mission
North Ethiopia Field	Online	East-central Tanzania Conference Online
Northwest Ethiopia Field	Online	South-east Tanzania Conference Online
South Central Ethiopia Field		Southern Highlands Conference Online
South East Ethiopia Field	Online	Uganda Union Mission
South Ethiopia Field	Online	Central Uganda Conference Online
South West Ethiopia Field	Online	Eastern Uganda Field Online
West Central Ethiopia Field		Northern Uganda Field Online
West Ethiopia Conference	Online	Rwenzori Field Online
North East Congo Union Mission		Southwestern Uganda Field Online
Northern Tanzania Union Conference		Western Uganda Field Online
Mara Conference	Online	West Congo Union Mission
North-east Tanzania Conference	Online	West Kenya Union Conference
South Nyanza Conference	Online	Central Nyanza Conference Online
Western Tanzania Conference	Online	Greater Rift Valley Conference Online
		Kenya Lake Conference Online
		Lake Victoria Field Online
		North West Kenya Conference Online
		Ranen Conference Online
Euro-Asia Division		
Euro-Asia Division (Branch)		Moldova Union Of Churches Conference
Belarus Union Of Churches Conference		Southern Union Mission
Caucasus Union Mission		Trans-Caucasus Union Mission
East Russian Union Mission		Ukrainian Union Conference
Far Eastern Union Of Churches Mission		West Russian Union Conference
Inter-american Division		
Atlantic Caribbean Union Mission		Jamaica Union Conference
Himalayan Section		Central Jamaica Conference Online
Cayman Islands Conference	Online	East Jamaica Conference Online
North Bahamas Conference	Online	North East Jamaica Conference Online
South Bahamas Conference	Online	North Jamaica Conference Online
Turks And Caicos Islands Mission	Online	West Jamaica Conference Online
Belize Union Mission		North Colombian Union Conference
Caribbean Union Conference		Atlantic Colombian Conference Online
North Caribbean Conference	Online	Caribbean Colombian Conference Online
St. Vincent And The Grenadines Mission	Online	Colombian Islands Mission Online
Tobago Mission	Online	East Central Colombian Conference Online
Central Mexican Union Mission		East Colombian Conference Online
Azteca Mexican Conference	Online	Northeast Colombian Conference Online
Bajio Mexican Conference	Online	Southwest Colombian Mission Online
Metropolitan Mexican Conference	Online	West Central Colombian Conference Online
Mexiquense Mexican Mission	Online	North Mexican Union Conference
Valley Mexican Mission	Online	Baja California Conference Online
Chiapas Mexican Union Conference		Chihuahua Mexican Conference Online
Central Chiapas Conference	Online	Gulf Mexican Conference Online

World Fields that are on ACMS
as of May 2020

Grijalva Conference	Online	North Tamaulipas Conference	Online
North Chiapas Conference	Online	Northeast Mexican Conference	Online
Palenque Mission	Online	Northwest Mexican Mission	Online
Soconusco Conference	Online	Regiomontana Mission	Online
South Chiapas Conference	Online	Sinaloa Mexican Conference	Online
Upper Chiapas Mission	Online	Sonora Mexican Conference	Online
West Chiapas Mission	Online	South Baja California Mission	Online
Cuban Union Conference		West Mexican Conference	Online
Central Conference	Online	Panama Union	
del Amanecer Conference	Online	Atlantic Panama Mission	Online
East Conference	Online	Bocas del Toro Mission	Online
Pinarena Mission	Online	Central Panama Conference	Online
West Conference	Online	Metropolitan Panama Conference	Online
Dominican Union Conference		Southeast Panama Mission	Online
Central Dominican Conference	Online	West Panama Conference	Online
East Dominican Conference	Online	Puerto Rican Union Conference	
North Dominican Conference	Online	East Puerto Rico Conference	Online
Northeast Dominican Conference	Online	North Puerto Rico Conference	Online
South Dominican Conference	Online	South Puerto Rico Conference	Online
Southeast Dominican Conference	Online	West Puerto Rico Conference	Online
Dutch Caribbean Union Mision		South Central American Union Conference	
Aruba Mission	Online	Caribbean Costa Rica Mission	Online
Bonaire Mission	Online	Central Nicaragua Mission	Online
Curacao Conference	Online	North Costa Rica Mission	Online
East Venezuela Union Mission		Northwestern Nicaragua Mission	Online
Central East Venezuela Conference	Online	South Atlantic Nicaragua Mission	Online
Central Llanos Venezuela Mission	Online	South-central Costa Rica Conference	Online
Central Venezuela Conference	Online	South Colombian Union Mission	
East Venezuela Conference	Online	Central Colombian Conference	Online
Northeast Venezuela Mission	Online	East The Llanos Conference	Online
South Bolivar Venezuela Mission	Online	Northwestern Bogota And Boyaca Mission	Online
South Central Venezuela Conference	Online	Pacific Colombian Conference	Online
Southeast Venezuela Conference	Online	South Andean Mission	Online
el Salvador Union Mission		South Bogota Conference	Online
Central el Salvador Conference	Online	South Colombian Conference	Online
East el Salvador Conference	Online	South Pacific Mission	Online
Metropolitan el Salvador Conference	Online	Upper Magdalena Conference	Online
Paracentral el Salvador Conference	Online	Southeast Mexican Union Mission	
West el Salvador Conference	Online	Campeche Mission	Online
French Antilles-guiana Union Conference		Central Tabasco Conference	Online
French Guiana Mission	Online	East Tabasco Mission	Online
Guadeloupe Conference	Online	Mayab Conference	Online
Martinique Conference	Online	North Quintana Roo Conference	Online
Guatemala Union Mission		South Quintana Roo Mission	Online
Altiplano Guatemala Mission	Online	South Tabasco Conference	Online
Central Guatemala Conference	Online	West Venezuela Union Mission	
East Guatemala Conference	Online	Central Andean Venezuela Mission	Online
Lago Guatemala Mission	Online	East Andean Venezuela Mission	Online
Metropolitan Guatemala Conference	Online	North Central Venezuela Conference	Online
North Guatemala Mission	Online	Northwestern Venezuela Mission	Online
South Guatemala Mission	Online	Southwest Venezuela Conference	Online
West Guatemala Mission	Online	West Central Venezuela Conference	Online
Haitian Union Mission		West los Llanos Venezuela Conference	Online
Honduras Union Mission		West Venezuela Conference	Online
Atlantic Honduras Conference	Online	Yaracuy Venezuela Mission	Online
Bay Islands Conference	Online		
Central Honduras Conference	Online		
Comayagüela Mission	Online		
Northwest Honduras Conference	Online		

World Fields that are on ACMS
as of May 2020

Inter-oceanic Mexican Union Conference	
Central Veracruz Mission	Online
Chontalpa Conference	Online
Isthmus Mission	Online
Mision Alpina	Online
North Veracruz Conference	Online
Oaxaca Conference	Online
Olmeca Conference	Online
South Pacific Conference	Online
South Veracruz Conference	Online
Southeast Veracruz Conference	Online
The Tuxtlas Mission	Online

Inter-European Division			
Austrian Union Of Churches Conference	Moldavia Conference	Online	
Bulgarian Union Of Churches Conference	Muntenia Conference	Online	
Czecho-Slovakian Union Conference	North Transylvania Conference	Online	
Franco-Belgian Union Conference	Oltenia Conference	Online	
Italian Union Of Churches Conference	Online	South Transylvania Conference	Online
North German Union Conference	South German Union Conference		
Portuguese Union Of Churches Conference	Spanish Union Of Churches Conference	Online	
Romanian Union Conference	Swiss Union Conference		
Banat Conference	Online		

North American Division	
Atlantic Union Conference	Pacific Union Conference
Columbia Union Conference	Sda Church In Canada
Lake Union Conference	Southern Union Conference
Mid-America Union Conference	Southwestern Union Conference
North Pacific Union Conference	

Northern Asia-pacific Division			
Attached Fields	Jeju Region	Online	
Japan Union Conference	Middlewest Korean Conference	Online	
East Japan Conference	Online	Southeast Korean Conference	Online
Okinawa Mission	Online	Southwest Korean Conference	Online
West Japan Conference	Online	West Central Korean Conference	Online
Korean Union Conference	Mongolia Mission	Online	
East Central Korean Conference	Online	Taiwan Conference	Online

South American Division			
Argentina Union Conference	Northeast Brazil Union Mission		
Buenos Aires Conference	Online	Alagoas Mission	Online
Buenos Aires North Mission	Online	Central Pernambuco Conference	Online
Central Argentine Conference	Online	Missão Piauiense	Online
Central West Argentine Mission	Online	North Coast Conference	Online
North Argentine Conference	Online	Northeast Brazil Mission	Online
Northwest Argentine Mission	Online	Pernambuco Conference	Online
South Argentine Conference	Online	Northwest Brazil Union Mission	
Bolivia Union Mission	Amazonas-roraima Conference	Online	
Central Bolivia Mission	Online	Central Amazon Conference	Online
East Bolivia Mission	Online	South Rondonia Conference	Online
West Bolivia Mission	Online	West Amazon Conference	Online
Central Brazil Union Conference	Paraguay Union Of Churches Mission	Online	
Central Sao Paulo Conference	Online	South Brazil Union Conference	
East Sao Paulo Conference	Online	Central Parana Conference	Online
Sao Paulo Conference	Online	Central Rio Grande do Sul Conference	Online
Sao Paulo Valley Conference	Online	North Parana Conference	Online
South Sao Paulo Conference	Online	North Rio Grande do Sul Conference	Online

World Fields that are on ACMS
as of May 2020

Southest Sao Paulo Conference	Online	North Santa Catarina Conference	Online
Southwest Sao Paulo Conference	Online	Rio Grande do Sul Conference	Online
West Sao Paulo Conference	Online	Santa Catarina Conference	Online
Chile Union Mission		South Parana Conference	Online
Central Chile Mission	Online	Western Parana Conference	Online
Central South Chile Conference	Online	South Peru Union Mission	
Metropolitan Chile Conference	Online	Central Andina Mission	Online
North Chile Conference	Online	East Peru Mission	Online
Pacific Chile Mission	Online	Lake Titicaca Mission	Online
South Austral Chile Conference	Online	Misión Peruana Central Sur	Online
South Metropolitan Chile Mission	Online	South Central Peru Conference	Online
East Brazil Union Mission		South Peru Mission	Online
Bahia Conference	Online	Southeast Peru Mission	Online
Central Bahia Conference	Online	Southeast Brazil Union Conference	
North Bahia Conference	Online	Central Minas Conference	Online
Sergipe Mission	Online	East Minas Conference	Online
South Bahia Conference	Online	Espirito Santo Conference	Online
Southwest Bahia Mission	Online	North Minas Mission	Online
Ecuador Union Mission		Rio de Janeiro Conference	Online
North Ecuador Mission	Online	Rio Fluminense Conference	Online
South Ecuador Mission	Online	South Espirito Santo Conference	Online
North Brazil Union Mission		South Minas Conference	Online
Maranhao Conference	Online	South Rio Conference	Online
Missão Nordeste Maranhense	Online	West Minas Mission	Online
Missão Pará Amapá	Online	Uruguay Union Of Churches Mission	Online
North Para Conference	Online	West Central Brazil Union Mission	
South Maranhao Mission	Online	Central Brazil Conference	Online
South Para Conference	Online	Central Planalto Conference	Online
West Para Mission	Online	East Mato Grosso Conference	Online
North Peru Union Mission		South Mato Grosso Conference	Online
East Central Peru Conference	Online	Tocantins Mission	Online
North Pacific Conference	Online	West Mato Grosso Mission	Online
North Peru Mission	Online	Falkland Islands (malvinas) Field Station	Online
Northeast Peru Mission	Online		
West Central Peru Mission	Online		

South Pacific Division

Australian Union Conference	Papua New Guinea Union Mission
New Zealand Pacific Union Conference	Trans Pacific Union Mission

Southern Africa-indian Ocean Division

Botswana Union Conference	Southern Africa Union Conference		
North Botswana Conference	Online	Cape Conference	Online
South Botswana Conference	Online	Kwazulu Natal-free State Conference	Online
Indian Ocean Union Conference		Lesotho Conference	Online
Central Malagasy Conference	Online	North Namibia Conference	Online
East Malagasy Conference	Online	Northern Conference (ncsa)	Online
Mauritius Conference	Online	South Namibia Conference	Online
North Malagasy Conference	Online	Swaziland Conference	Online
North West Malagasy Conference	Online	Trans-orange Conference	Online
Reunion Conference	Online	Southern Zambia Union Conference	
Seychelles Mission	Online	East Zambia Field	Online
South East Malagasy Conference	Online	Lusaka Conference	Online
South West Malagasy Conference	Online	South Zambia Conference	Online
Malawi Union Mission		West Zambia Field	Online
Central Malawi Conference	Online	Woodlands Conference	Online
North Malawi Field	Online	South-western Angola Union Mission	
South Malawi Field	Online	Central Association Mission	Online
Mozambique Union Mission		South Association Mission	Online

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Central Mission	Online	Zambia Union Conference	
North Mission	Online	Zimbabwe Central Union Conference	
North-east Mission	Online	Central Zimbabwe Conference	Online
South Mission	Online	North-west Zimbabwe Conference	Online
North-eastern Angola Union Mission		Zimbabwe East Union Conference	
Angola East Mission	Online	East Zimbabwe Conference	Online
Angola North Mission	Online	North Zimbabwe Conference	Online
Angola North-eastern Mission	Online	Zimbabwe West Union Conference	
Angola South Luanda And Cabinda Mission	Online	South Zimbabwe Conference	Online
Northern Zambia Union Conference		West Zimbabwe Conference	Online
Copperbelt Zambia Conference	Online	Attached Field	
Luapula Zambia Conference	Online	Sao Tome And Principe Mission	Online
Midlands East Zambia Conference	Online		
Midlands West Zambia Conference	Online		
North Zambia Field	Online		

Southern Asia Division

East-Central India Union Section		Bangalore Metro Conference	
Adilabad Region		Southeast India Union Section	
Northeast India Union Section		Southwest India Union Section	
Northern India Union Section		Western India Union Section	
South-Central India Union Section		Andaman And Nicobar Island Region	

Southern Asia-pacific Division

Attached Fields To SSD		Pakistan Union Section	
Timor-leste Mission	Online	South Philippine Union Conference	
Bangladesh Union Mission		Davao Mission	Online
Central Philippine Union Conference		North Central Mindanao Conference	Online
Central Visayan Conference	Online	Northeastern Mindanao Mission	Online
East Visayan Conference	Online	Southern Mindanao Mission	Online
Negros Occidental Conference	Online	Western Mindanao Conference	Online
Negros Oriental-siquijor Mission	Online	Zamboanga Peninsula Mission	Online
Romblon Adventist Mission	Online	Southeast Asia Union Mission	
Samar Mission	Online	Cambodia Adventist Mission	Online
West Visayan Conference	Online	Lao Attached Field	Online
East Indonesia Union Conference		Peninsular Malaysia Mission	Online
Bolaang Mongondow And Gorontalo Attached Field	Online	Sabah Mission	Online
Central Sulawesi Mission	Online	Sarawak Mission	Online
Luwu Tana Toraja Mission	Online	Singapore Conference	Online
Maluku Mission	Online	Thailand Mission	Online
Minahasa Conference	Online	Vietnam Mission	Online
North Minahasa Bitung Mission	Online	West Indonesia Union Mission	
North Minahasa Conference	Online	Central Java Mission	Online
Northern Island Mission	Online	Central Sumatra Mission	Online
Papua Mission	Online	East Java Conference	Online
South Sulawesi Conference	Online	East Kalimantan Mission	Online
West Papua Mission	Online	Jakarta Conference	Online
Myanmar Union Mission		North Sumatra Mission	Online
Ayeyarwady Mission	Online	Nusa Tenggara Mission	Online
Central Myanmar Mission	Online	South Sumatra Mission	Online
South East Mission	Online	West Java Conference	Online
Upper Myanmar Mission	Online	West Kalimantan Attached District	Online
Yangon Adventist Mission	Online		
North Philippine Union Conference			
Central Luzon Conference	Online		
Mountain Provinces Mission	Online		
Northeast Luzon Mission	Online		
Northern Luzon Mission	Online		
Palawan Adventist Mission	Online		

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South-central Luzon Conference	Online
Southern Luzon Mission	Online

Trans-european Division

Adriatic Union Conference		Danish Union Of Churches Conference	
Baltic Union Conference		Finland Union of Churches Conference	
British Union Conference		Hungarian Union Conference	
Irish Mission	Online	Netherlands Union Of Churches Conference	Online
North England Conference	Online	Norwegian Union Conference	
Scottish Mission	Online	Polish Union Conference	
South England Conference	Online	South-East European Union Conference	
Welsh Mission	Online	Swedish Union Of Churches Conference	Online

West-central Africa Division

Cameroon Union Mission		Southern Ghana Union Conference	
Central-south Cameroon Conference	Online	Accra City Conference	Online
East Cameroon Mission	Online	Diamond Field Ghana Conference	Online
North Cameroon Conference	Online	East Ghana Conference	Online
West Cameroon Mission	Online	Eastern View Ghana Conference	Online
Central African Union Mission		Meridian Ghana Conference	Online
Central African Republic Mission	Online	Mid-south Ghana Conference	Online
Chad Mission	Online	Pioneer Ghana Conference	Online
Congo Region	Online	South West Ghana Conference	Online
Equatorial Guinea Mission	Online	Volta North Ghana Mission	Online
Gabon Mission	Online	Volta South Ghana Mission	Online
Eastern Nigeria Union Conference		West-central Ghana Conference	Online
Aba East Conference	Online	Western North Ghana Conference	Online
Aba North Conference	Online	West African Union Mission	
Aba South Conference	Online	Central Liberia Mission	Online
Abia North-central Conference	Online	Guinea Region	Online
Akwa Ibom Conference	Online	Sierra Leone Mission	Online
Anambra Mission	Online	South-east Liberia Mission	Online
Bayelsa Mission	Online	South-west Liberia Conference	Online
Cross River Conference	Online	Western Nigeria Union Conference	
Ebonyi Conference	Online	Delta Conference	Online
Enugu Conference	Online	Edo Conference	Online
Imo Conference	Online	Ekiti Conference	Online
Port Harcourt Conference	Online	Kogi Region	Online
Rivers East Conference	Online	Kwara Conference	Online
Rivers West Conference	Online	Lagos Atlantic Conference	Online
Eastern Sahel Union Mission		Lagos Mainland Conference	Online
Benin Mission	Online	Ogun Conference	Online
Burkina Faso Mission	Online	Ondo Mission	Online
Cote D'ivoire Conference	Online	Osun Conference	Online
Niger Region	Online	Western Sahel Union Mission	
Togo Conference	Online	Cabo Verde Conference	Online
Northern Ghana Union Mission		Gambia Region	Online
Ashanti Central Ghana Conference	Online	Guinea-bissau Mission	Online
Ashanti South Ghana Conference	Online	Mali Mission	Online
Central Ghana Conference	Online	Senegal/mauritania Mission	Online
Green View Ghana Conference	Online		
Mid-central Ghana Conference	Online	Chinese Union Mission	
Mid-north Ghana Conference	Online	Hong Kong-macao Conference	Online
Mid-west Ghana Conference	Online		
Mountain View Ghana Conference	Online	Middle East And North Africa Union Mission	
North Ghana Mission	Online	East Mediterranean Region	
South Central Ghana Conference	Online	Gulf Field	
Northern Nigeria Union Conference		Israel Field	
North Central Nigeria Conference	Online		

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North East Nigeria Conference
North West Nigeria Conference

Online
Online