

ROCKY MOUNTAIN CONFERENCE

MEMBERSHIP DETAILS

eAdventist.net...The Online Membership Database for the NAD

You might be familiar with eAdventist, the website on which we keep track of membership records and members' information. This is a powerful tool available to every church and pastor. With the use of eAdventist, you do not have to keep a separate database on Excel, Servant Keeper, or Word. You can also print a directory from eAdventist.

eAdventist is where information about all SDA churches is kept for the entire NAD. Through eAdventist, you have access to the address, phone number, website, and email address of every church in the

NAD, as well as the officers of each church.

It is very important that each person who uses eAdventist have their own personal account. Every change made on eAdventist is logged, as well as marked to show who made the change...much like a signature on paper. Sharing an account is comparable to forging someone else's signature.

I have access to every church's information in the RMC, and if your church does not use eAdventist, it is doubly important that you give me your updated information, preferably via email.

The website is where the formal records for the conference are stored. If you have a baptism, and it is not recorded in eAdventist (by pastor, clerk, secretary, or me), it is not considered "official."

If you need more information about eAdventist and its uses, please let me know. I am more than willing to work with you in person (if location allows) or via phone to help you and/or your clerk learn how to use the program.

A database is only as useful as the information put into it, so please make it a priority to keep the data as current as possible!

Not sure about eAdventist?

There's a demo site! It's the exact same set-up as the current, live site, but it's filled with outdated information. You can make changes, experiment, investigate, and make changes just to see what happens, without affecting the real site and information!

Contact
kellyw@rmcsda.org
for a demo account

Baptism and Profession of Faith

Baptismal and Profession of Faith Certificates are available in English or Spanish from the Membership Clerk

When you welcome a new member into your church, whether by baptism or Profession of Faith, our records need to be updated. You or your church clerk can update eAdventist, you can fill out the form on the RMC website, or you can send the information to me. I need to know:

- * Name of new member
- * Birthdate
- * Gender
- * Marital Status
- * Mailing Address
- * Phone Number
- * Email Address
- * Date of Baptism/POF
- * Baptizing/Accepting Pastor
- * Church of New Membership

Please update records as soon as possible after the event!

Membership Transfers

We have a diverse population, and our members' names reflect that. Please provide all known names by which a member may be known. You may know him as *John Smith* but his legal name may be *Michael John Smith Jones* and is listed as such in church records

When someone requests a membership transfer, that request can be submitted via eAdventist or you can send the information to me. I need the person's:

- Full name, including maiden name, if applicable
- Birthdate

- Church name **from** which they are coming
- City and state of church **from** which they are transferring
- Church name to which they are transferring

If a person is trying to transfer internationally, we will do our best to

process it, but quite often those transfers remain in limbo for months/years. You may want to consider foregoing an international transfer and accept them on Profession of Faith.

A Good Church Clerk

Each church should have its own clerk to take care of the personal data of the members and the church.

The most important things to look for in a church clerk are discretion, organization, and the time it takes to serve.

The church clerk is in charge of membership, whether transfers, baptisms, or profes-

sion of faith. They are also the point person for updating addresses, phone numbers, email address, family members, and all of the little details that go into keeping current with the ever-changing church family. A larger church may have a secretary that takes care of part of these tasks; the pastor must make sure there is a clear delineation of duties between the

clerk and secretary.

If your church does not use eAdventist, updates need to be sent to me so I can keep the online account information current.

I am always willing to help—please have your clerk and/or secretary contact me with any questions!

While I would love to have every single church use eAdventist, it is certainly not required. Email is not even a necessity—a good old-fashioned phone call or letter is fine.

Keep Your Information Current

I'm sure this sounds like a broken record, but I need you to keep your information up to date!

Members: Incorrect addresses cost money; I'd much rather have our scarce funds go to a ministry than towards paying the USPS fee to forward and/or return mail.

Membership Transfers: I can give you a document showing the status of transfers for your churches. If you've already voted it, that means I do not have the paperwork. If you haven't voted it, please do so and then record it or let me know so I can record it.

Officers: A current list of

church officers is necessary so that the correct person can be contacted. Officers are elders, deacons, deaconesses, Sabbath School teachers, church clerk, church treasurer...any role in your church.

Membership List: That is the official list from which the RMC gets your statis-

tics. If that list is not correct, contact me and we can see what the problem is. Most likely, I haven't gotten the appropriate documentation.

Church Information and Officers

It is essential that your church's information is kept current at the RMC Office. Please make sure the following are updated as needed.

- Church Name
- Church Address
- Church Phone Number
- Church Website
- Meeting Times
- Directions to Church

- Church Officers

Update your information!

You can delegate this to your church clerk or secretary, but it is your responsibility to make sure I get (via eAdventist, USPS, phone, or email) all of your updated information.

Please log on to your eAdventist account and

make sure all of the info is current.

1. Log onto eAdventist
2. Organizations (orange block on left-hand side of screen)
3. Search
4. Type in your church's name; click "search"
5. Click on your church's underlined name
6. Review all info on the screen

7. Click on the "Directory" tab in the gray area in the middle of the screen

8. Review that information

If you do not know how to make changes, please call me and I can walk you through it OR you can send me a list of the correct, updated list of officers and information.

Please let me know if you need assistance!

Attendance

We don't ask for weekly attendance, but it is required for the 2nd and 7th weeks of each quarter. I send out a reminder email to each pastor and church secretary prior to each Sabbath a count is needed. You can submit your numbers in 2 ways:

1. eAdventist.net

2. Email them to kellyw@rmcsda.org

It is up to the pastor to decide if this task is done by the pastor, clerk, or secretary.

If you have questions about attendance, please contact Kelly at kellyw@rmcsda.org or 303-282-3635

Missing or Removed?

When you discover that you have multiple people on your list that no longer attend, your first thought may be to get them off of your books. There is a procedure that needs to be followed in order to clean up your records.

Removed vs. Missing—A member is **removed** for 2 reasons:

1. Disciplinary actions
2. Member requested removal from the SDA Church in general.

Removal is not easily reversed, so it is never done just because the member hasn't been around in a while.

According to the SDA Church Manual, a member can be listed as **missing** only when they have been out of contact with the church for 2 years. The church needs to make a reasonable

effort, via letters, phone calls, or visits, to locate the member. If there is no response, phone numbers and addresses are not correct, and they cannot be located, they can be moved to **missing** status. The reversal of this action is simple and reflects no ill feelings from church or member.

Either of these actions must be voted on in Church Business Meeting and recorded in the minutes.

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"Knowing Christ and making Him fully known"

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303.282.3635
Monday—Thursday
9:00am—4:00pm