



ACMS
ADVENTIST CHURCH MANAGEMENT SYSTEM

Quick Start Manual Local Church Edition

General Conference of Seventh-day Adventists

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1. INTRODUCTION

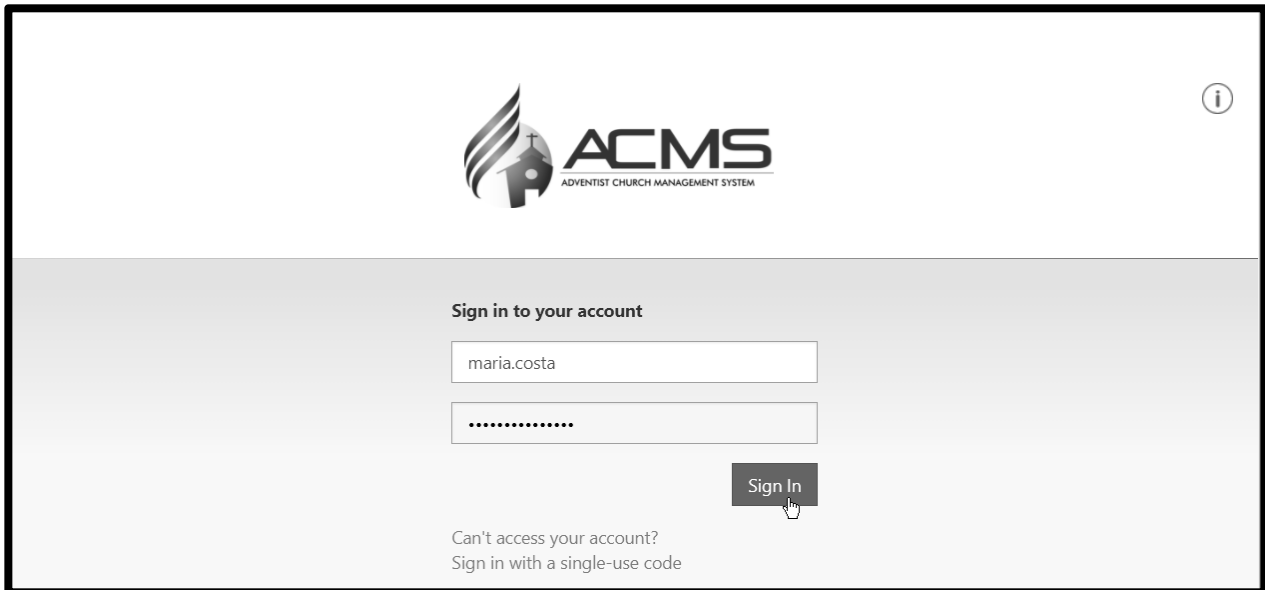
This edition of the Quick Start Manual focuses on the most basic tasks of the local church clerk within the Adventist Church Management System (ACMS). As you practice the tasks outlined in this guide, you will notice additional menu options on your computer screen that are not covered here. Try those features as well to see the additional capabilities available to you as a local church clerk. Be sure, particularly, to go to the Reports section and experiment with the options provided.

If you need assistance with the ACMS program contact your local ACMS support team.

2. LOGIN

Your local ACMS support team will begin the process to set up a user account for you. You will receive an email message with instructions to register your account. Once your account is registered, go to <http://www.acmsnet.org> to log in to use the program. NOTE: Your account may automatically take you to the practice portion of the program. Once you have finished your training, your user administrator may issue you a new account for managing your church's actual membership records.

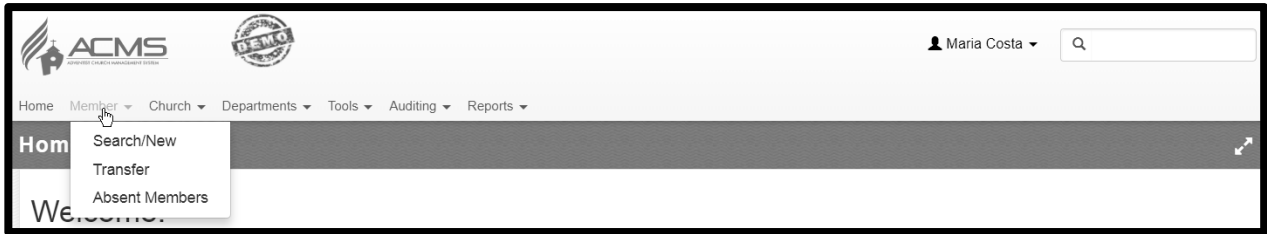
At the Sign In page, enter your username and password and click the **Sign In** button to login to ACMS:



The screenshot shows the ACMS (Adventist Church Management System) login interface. At the top center is the ACMS logo, which includes a stylized flame and the text "ACMS ADVENTIST CHURCH MANAGEMENT SYSTEM". In the top right corner, there is a small information icon (i). Below the logo, the text "Sign in to your account" is displayed. Underneath, there are two input fields: the first contains the username "maria.costa" and the second contains a masked password represented by a series of dots. To the right of the password field is a dark grey "Sign In" button with a mouse cursor hovering over it. Below the input fields, there is a link that reads "Can't access your account? Sign in with a single-use code".

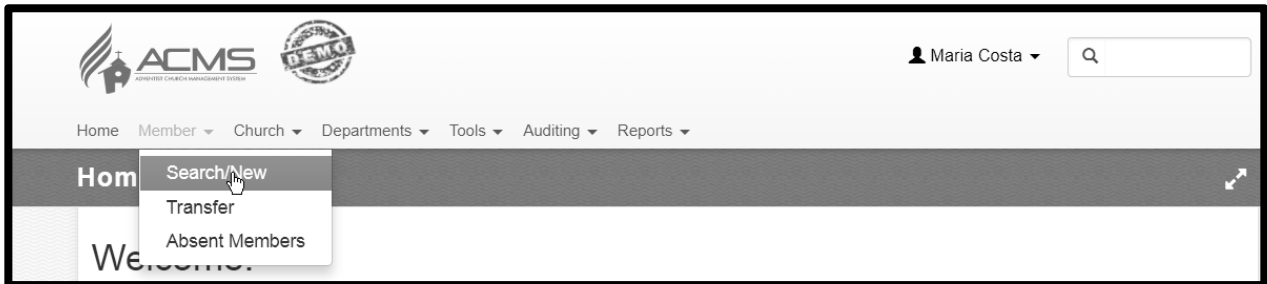
3. MEMBERSHIP MANAGEMENT

The ACMS system has been designed to facilitate the organization and management of Adventist church members at the local church. All of the primary member functions can be found on the **Member** menu:

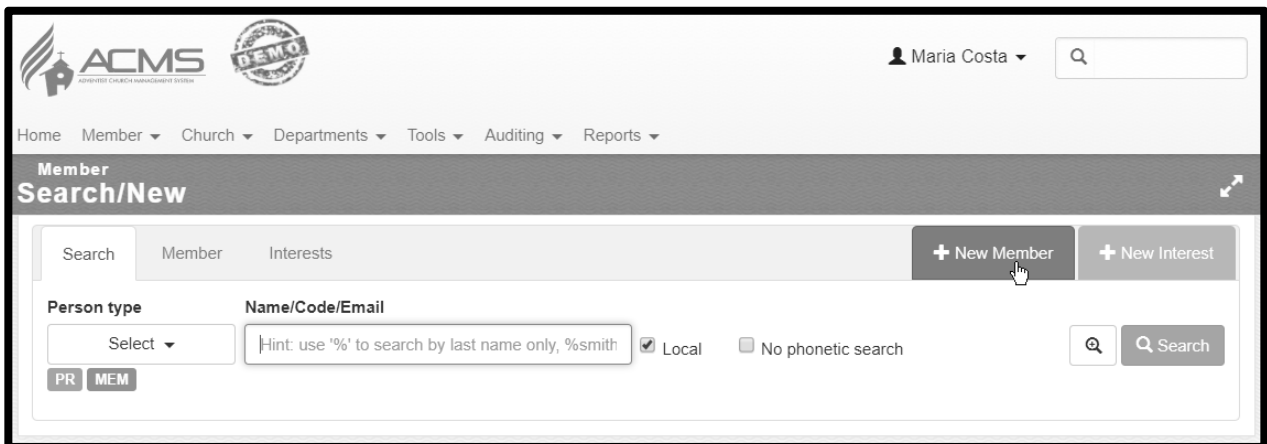


3.1. New Member

Add a new member by clicking the **Search/New** option in the main **Member** menu:

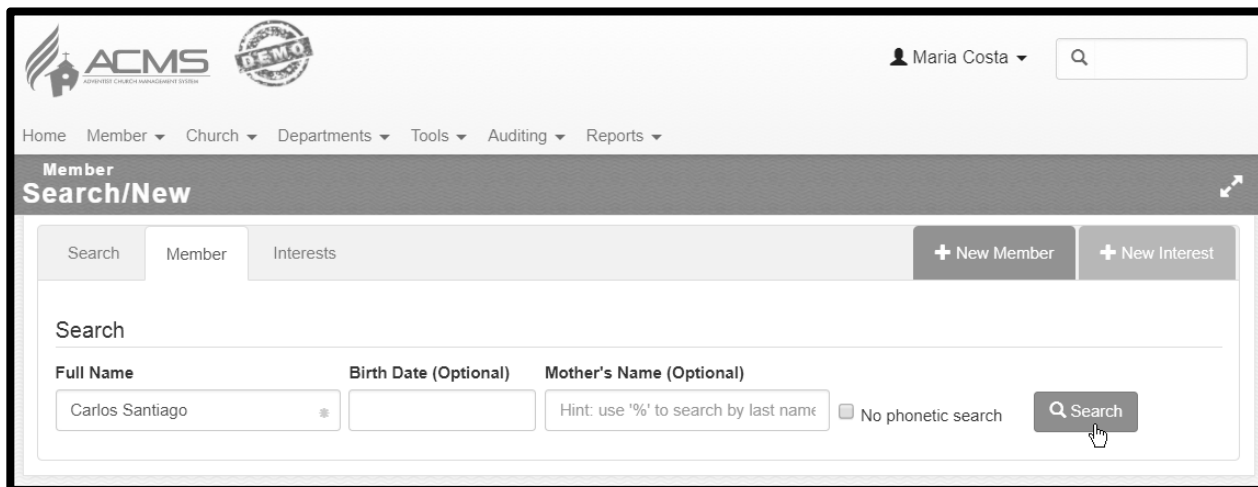


Then, click the **New Member** button on the top right side of the screen:



Notice that, before we actually create the new member, the first step is to perform a **Search** to ensure that this member is not already a member of another congregation.

The **No phonetic search** option allows the search to run a little faster, in the event you know EXACTLY how the member's name is spelled. This might be the preferred way of searching for names with non-Latin characters (e.g. 黃健興). In the example below, we are searching for Carlos Santiago.



The screenshot shows the ACMS (Adventist Church Management System) interface. At the top, there is a navigation bar with the ACMS logo, a 'DEMO' badge, and a user profile for 'Maria Costa'. Below the navigation bar, there is a 'Member Search/New' section. This section has three tabs: 'Search', 'Member', and 'Interests'. There are also two buttons: '+ New Member' and '+ New Interest'. The 'Search' tab is active, and it contains a search form with the following fields: 'Full Name' (containing 'Carlos Santiago'), 'Birth Date (Optional)', and 'Mother's Name (Optional)'. There is a checkbox for 'No phonetic search' and a 'Search' button. A hint text says 'Hint: use '%' to search by last name'.

After clicking **Search**, a list will display of potential matches for the person you were searching for. If the person is in the displayed list, you will need to investigate further and talk with the member, pastor, or conference/mission office to determine how to handle the situation since the individual is already a church member. If the person is not in the displayed list, then click the **Not Found** button. **NOTE:** *If you are practicing and entering a name used by other people practicing as well, such as Carlos Santiago, you will probably see several entries in this window. For practice purposes, go ahead and click the **Not Found** button to proceed with the training exercises.*



The screenshot shows a 'Person Search' dialog box. It has a title bar with 'Person Search' and a close button (X). The main area is empty, indicating that no results were found. At the bottom right, there are two buttons: 'Not found' and 'Close'.

After clicking **Not Found**, the program will display a member profile page with several sections and fields. Only a few fields are required (indicated by *). However, fill in all of the information as completely as possible, recognizing that the more complete the information is, the more helpful the ACMS system will be in your membership ministry. For each Ceremony Type there are two dates. Ceremony date is when the ceremony took place. Date is when the congregation voted the person in a member.

Member
↗

Search/New

Search
Member
Interests

+ New Member
+ New Interest

Search

Full Name

Birth Date (Optional)

Mother's Name (Optional)

No phonetic search

Q Search

Ceremony

Type	Date	Ceremony date	Minute Number	Special Minute Number
<input type="text" value="Baptism"/>	<input type="text" value="2/17/2018"/>	<input type="text" value="2/10/2018"/>	<input type="text" value="1234"/>	<input type="text"/>

Place	Baptized by	First Bible Instructor	Second Bible Instructor
<input type="text" value="Demo Church 25"/>	<input type="text" value="Pedro Perez"/>	<input type="text"/>	<input type="text"/>

Personal data

Code	Name	Last name	Full Name
<input type="text"/>	<input type="text" value="Carlos"/>	<input type="text" value="Santiago"/>	<input type="text" value="Carlos Santiago"/>

Gender	Birth Date	Birth Country	Birth Place
<input type="text" value="Male"/>	<input type="text" value="1/1/1990"/>	<input type="text" value="Brazil"/>	<input type="text"/>

Known as	Mother's Name	Father's Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Image

Q Upload image

Street Address

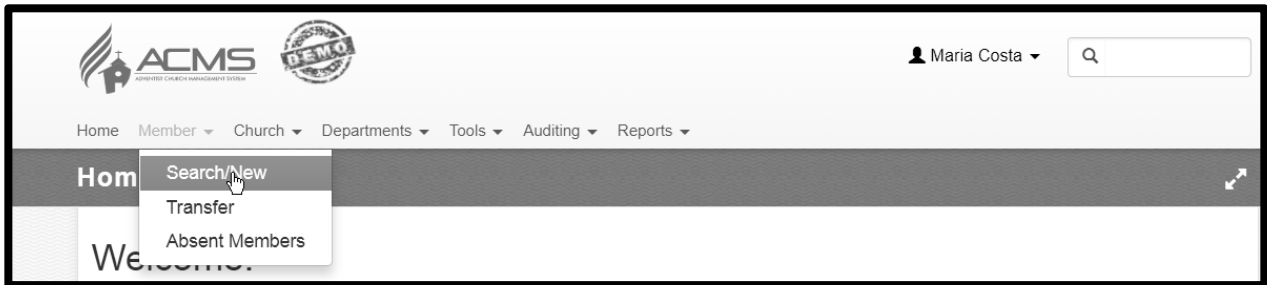
Address	Address line 2
<input type="text" value="Jardim Rezek II"/>	<input type="text"/>

Postal code	Country	City
<input type="text" value="13160-000"/>	<input type="text" value="Brazil"/>	<input type="text" value="Artur Nogueira-SP"/>

Click **Save** and a **Success** message should display at the top of your screen. If an error message displayed, make the needed corrections and click **Save** again to see if the error was resolved.

3.2. Search

Church clerks can search the member list to find a specific person. Select the **Search/New** option from the **Member** menu:

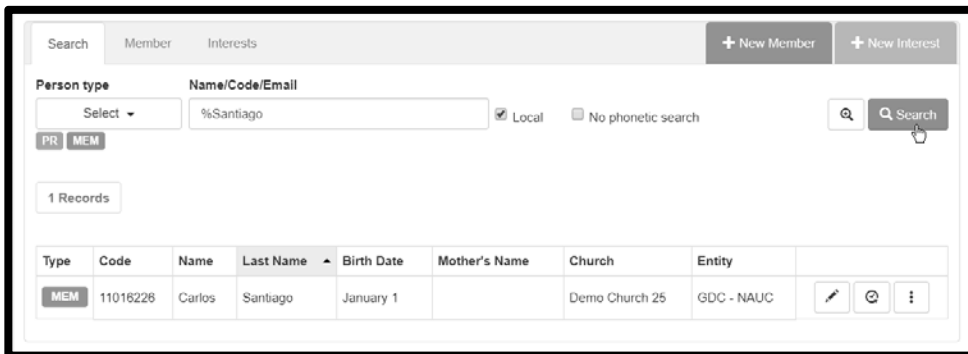


The **Search/New** screen will display (**NOTE: if you have been adding new members, the **Member** tab may be highlighted; click the **Search** tab to highlight it**):

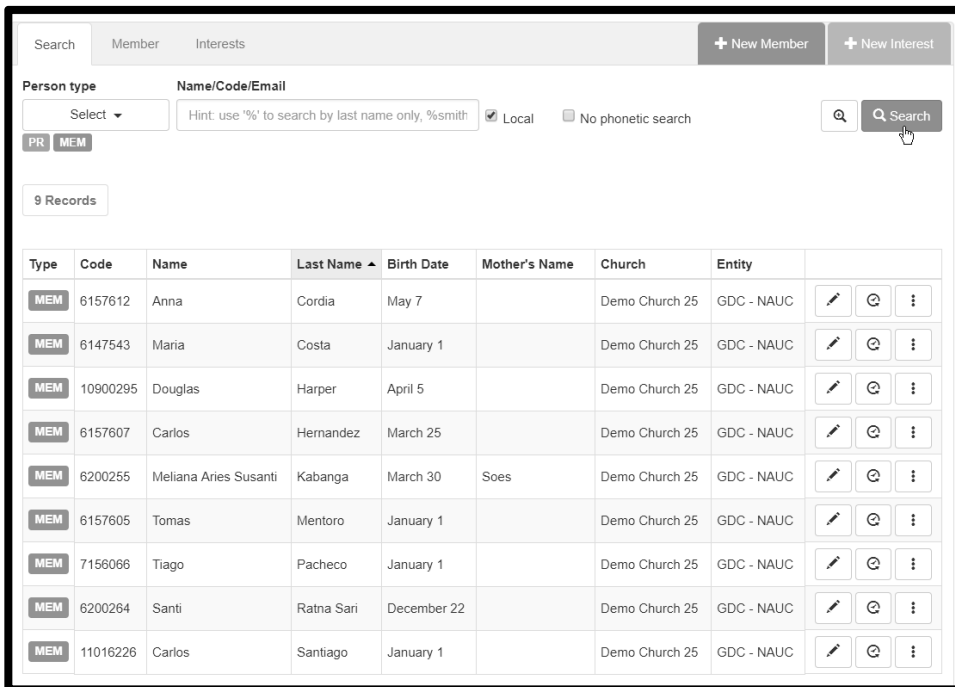
Most often, you will be searching for active members within your own local congregation. However, if you click in the **Person type** box you can select options that will allow you to search for interests and individuals who are no longer members of the church.

NOTE: In some conferences and missions, members are not considered Active until the conference or mission has approved the baptism the church clerk entered. So, if you are practicing in the demo site and have just added some new members and they are not showing up in your Active Member list, ask your conference/mission clerk to approve those new baptisms so they will show in the search results and other examples on the following pages.


Searches can be done by the exact name or by using just a portion of the name. For example, “Carlos Santiago”, “Carlos”, and “%Santiago” will all find the member “Carlos Santiago”. In the last example, the “%” means “I don’t know the first name, but the last name is...”.

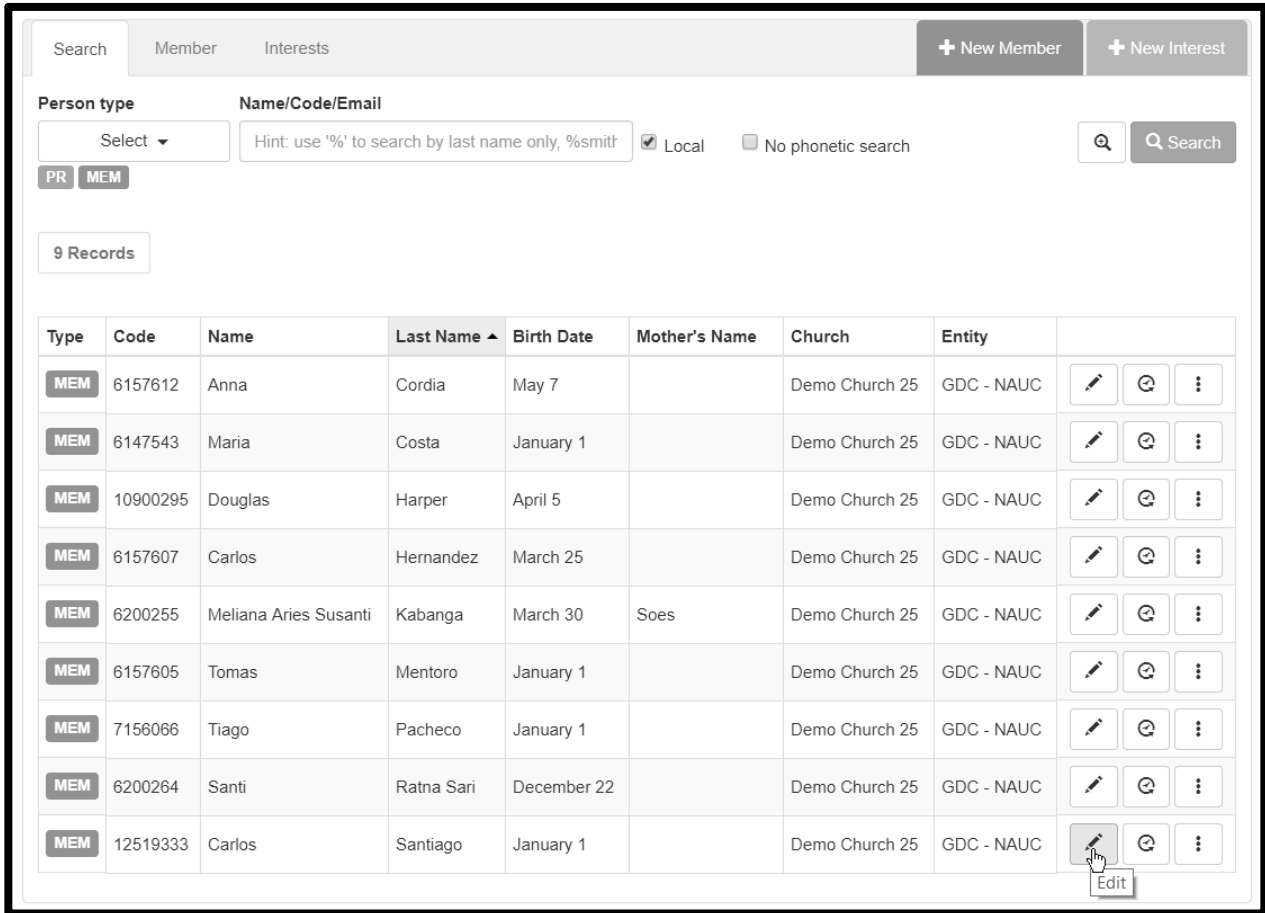


NOTE: To get a list of all of your church members, do not enter a name. Just click the **Search** button and all of your members will display. The example below has all seven church members in our sample church. (Tip: In lists like the one below, the column headings can be clicked to sort on that particular column).






























3.3. Update Member Profile

When you receive corrections to a member’s profile information, such as an updated email address, street address, or you have a picture you would like to include, click the  beside their name in the search results and their profile information will display. Enter the new information on the profile page and click “Save”.



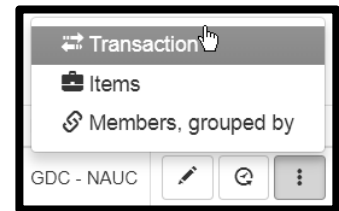
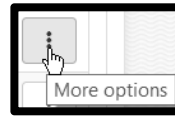
Person type: Select
 Name/Code/Email: Hint: use '%' to search by last name only, %smith
 Local No phonetic search
 Search
 PR MEM
 9 Records

Type	Code	Name	Last Name ▲	Birth Date	Mother's Name	Church	Entity	
MEM	6157612	Anna	Cordia	May 7		Demo Church 25	GDC - NAUC	  
MEM	6147543	Maria	Costa	January 1		Demo Church 25	GDC - NAUC	  
MEM	10900295	Douglas	Harper	April 5		Demo Church 25	GDC - NAUC	  
MEM	6157607	Carlos	Hernandez	March 25		Demo Church 25	GDC - NAUC	  
MEM	6200255	Meliana Aries Susanti	Kabanga	March 30	Soes	Demo Church 25	GDC - NAUC	  
MEM	6157605	Tomas	Mentoro	January 1		Demo Church 25	GDC - NAUC	  
MEM	7156066	Tiago	Pacheco	January 1		Demo Church 25	GDC - NAUC	  
MEM	6200264	Santi	Ratna Sari	December 22		Demo Church 25	GDC - NAUC	  
MEM	12519333	Carlos	Santiago	January 1		Demo Church 25	GDC - NAUC	  

Tip: To encourage members to provide up-to-date information, print out the “Registration Forms” for your church and distribute to each member and ask that they return it with corrections. This form can be found at Reports → Member → Member → Registration Form.

3.4. Removal of Members

If someone has died, or the church has voted censure or removal, click the icon for **More options** beside their name and then click **Transaction**. Below, we are going to remove Carlos Hernandez:



Search Member Interests + New Member + New Interest

Person type: Select Name/Code/Email: Hint: use '%' to search by last name only, %smith Local No phonetic search Search

PR MEM

9 Records

Type	Code	Name	Last Name	Birth Date	Mother's Name	Church	Entity	
MEM	6157612	Anna	Cordia	May 7		Demo Church 25	GDC - NAUC	
MEM	6147543	Maria	Costa	January 1		Demo Church 25	GDC - NAUC	
MEM	10900295	Douglas	Harper	April 5		Demo Church 25	GDC - NAUC	
MEM	6157607	Carlos	Hernandez	March 25		Demo Church 25	GDC - NAUC	
MEM	6200255	Meliana Aries Susanti	Kabanga	March 30	Soes	Demo Church 25	GDC - NAUC	
MEM	6157605	Tomas	Mentoro	January 1		Demo Church 25	GDC - NAUC	
MEM	7156066	Tiago	Pacheco	January 1		Demo Church 25	GDC - NAUC	
MEM	6200264	Santi	Ratna Sari	December 22		Demo Church 25	GDC - NAUC	
MEM	12519333	Carlos	Santiago	January 1		Demo Church 25	GDC - NAUC	

More options

After we click **Transaction**, another screen displays summary information about the member and gives the available transaction options:

Carlos Santiago

Status: Active | Church: Demo Church 25

Transaction: Rebaptism | Date: 2/10/2018 | Period: 08-2018

History

Change Status

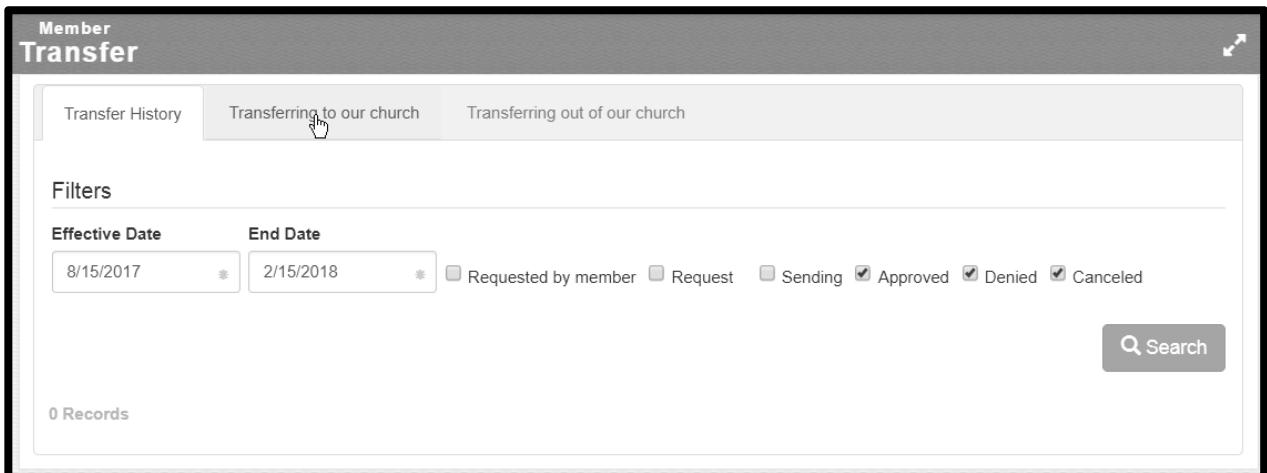
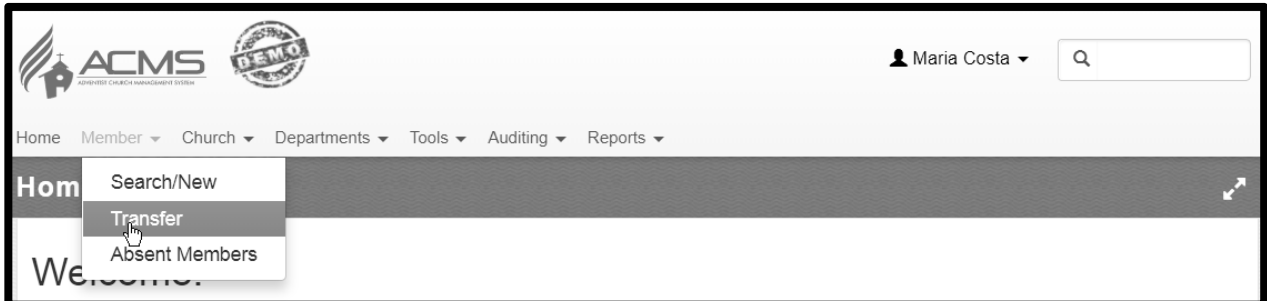
Death Censure Removal Absent/Missing

Close

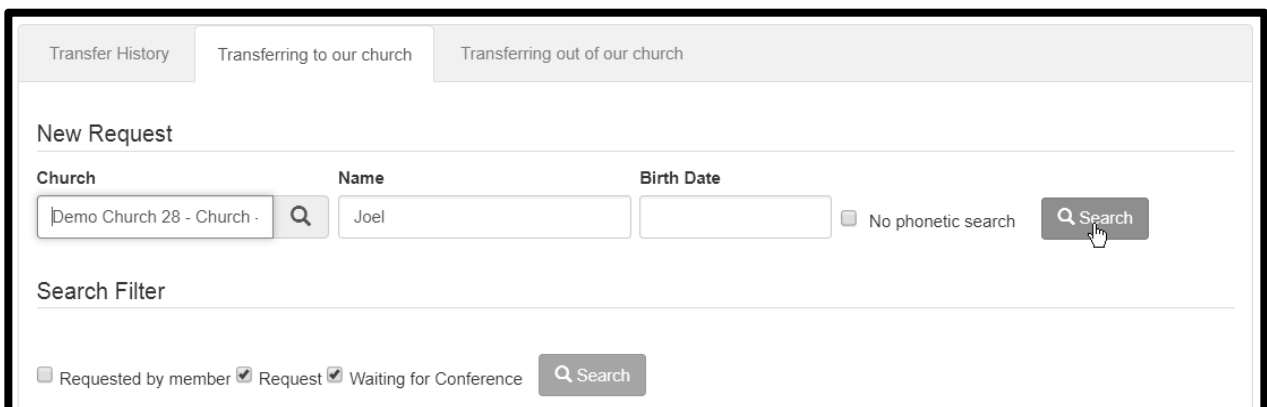
Death – When a member has died, clicking on **Death** will allow the clerk to enter the date of death.
Censure and Removal – Follows the guidelines set forth by Chapter 7 of the Adventist Church Manual.
Start Missing process – Allows the church to exercise the due diligence recommended in Chapters 6 and 7 of the Adventist Church Manual regarding missing members. See Section 3.6 for more information on this process.

3.5. Transfers

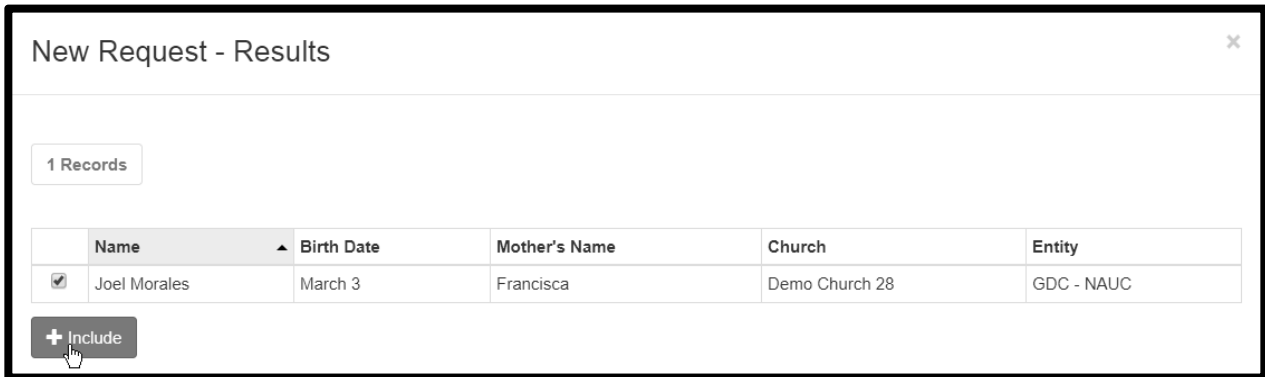
Typically, the process starts when the member has decided on a new church and has spoken with its clerk. You, as that receiving clerk, go into the **Transfer** section of the **Member** menu and, if necessary, click on **Transferring to our church** to start the process to have the new member join your church.



On the **Transferring to our church** tab, enter the member's home church in the **Church** field and click the **Q** icon. This will bring up a separate screen where you can click **Select** next to the member's church. Then, enter the member's name and click **Search**:

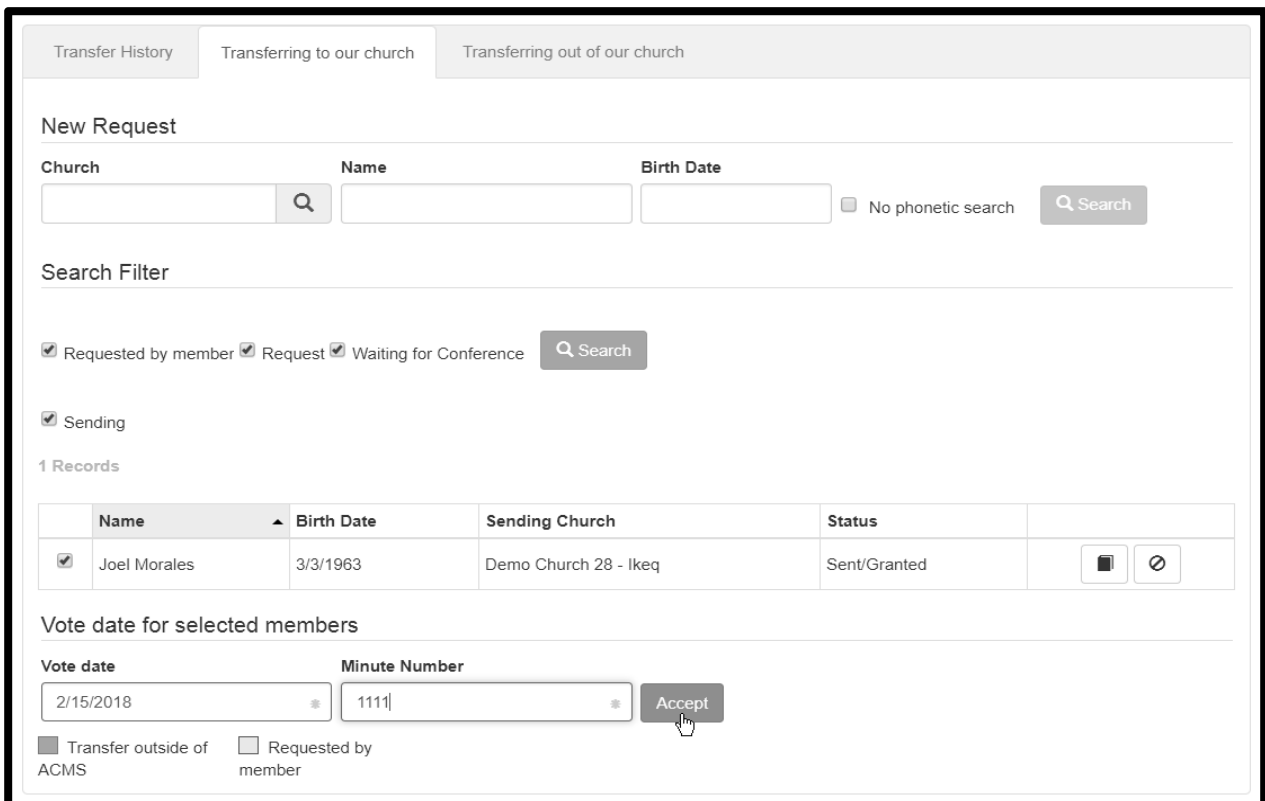


Clicking in the box to the left of the correct member and clicking **Include** starts the transfer process by sending a request for membership to the appropriate church:



The sending church will receive a notification of the request and will need to approve the transfer. They will login to ACMS and go to the **Transferring out of our church** section. They will select the approved transfer requests, enter the vote date and minute number, and click **Send**.

Your church, the receiving church, will receive notification that the member has been approved to transfer to your church and you must now vote the individual into church fellowship. Your **Transferring to our church** tab will show all transfers ready for acceptance with a status of **Sent/Granted**. After your church has completed the necessary voting, check the box by the member's name, enter the vote date and minute number and click **Accept**:

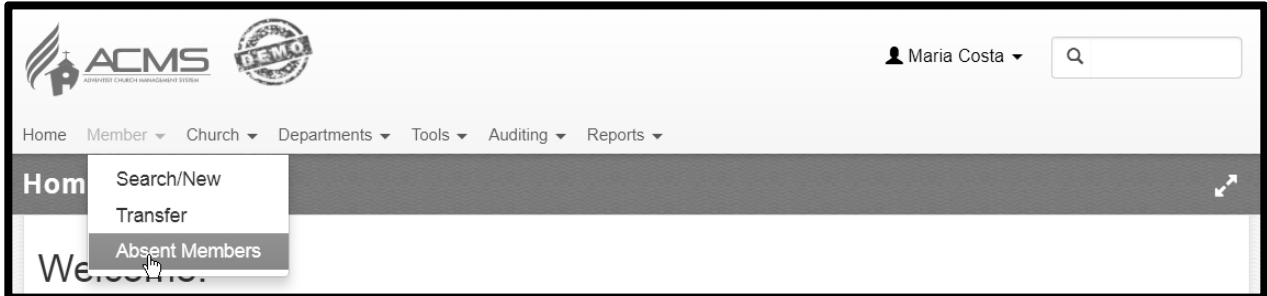


A **Success** message will display at the top of your screen if the member has been successfully transferred. If you get an error message, follow the instructions or contact your ACMS support staff for assistance.

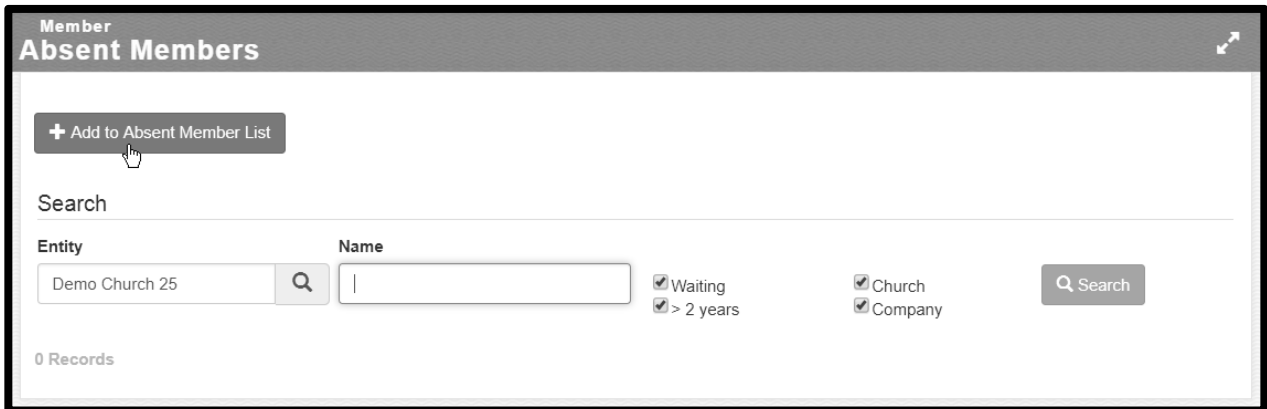
NOTE: This process works for churches that use ACMS. For those that don't use the ACMS software, consult your ACMS support person for help with transferring members outside of ACMS.

3.6. Missing

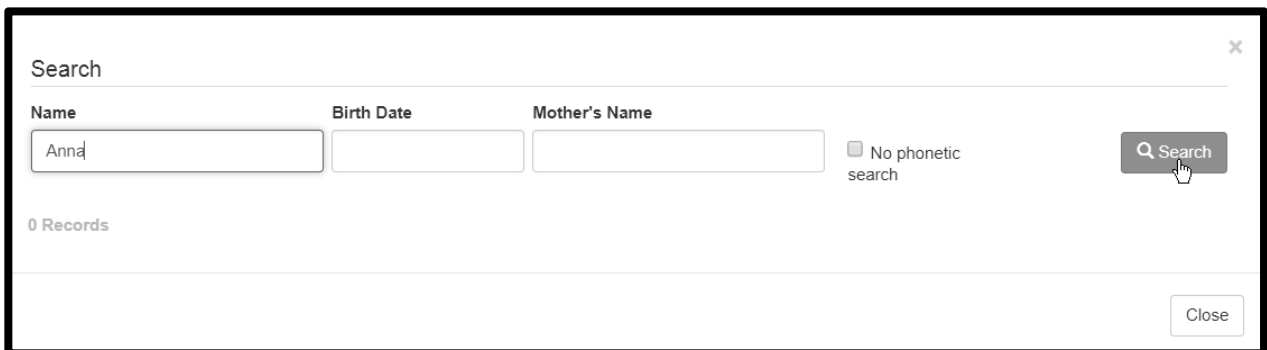
ACMS can facilitate the task of finding absent members. By allowing church clerks to indicate members they can't find, other clerks can help locate them. To indicate that you are looking for one of your members, add that member to the "Absent Member List" to give others the opportunity to let you know where they might be. Go to the **Absent Member** section of the Member menu:



Click **Add to Absent Member List**



Enter the member's name and click **Search**:





Check the box next to the correct member name and enter the date your church initially started looking for this member as the **Effective Date** (this date may be the current date or you may have started looking prior to adding them to this list) and then click **Include**. The Church Manual requires that churches attempt to find members for two years prior to removing them from membership. ***Even if your church began looking for the member two or more years ago, ACMS requires that the member be on the missing list for a minimum of 90 days.***

The screenshot shows a search window with the following fields and options:









- Name:** Anna
- Birth Date:** (empty)
- Mother's Name:** (empty)
- No phonetic search
- Search:** Search button
- 1 Records**
- Results:**

Name	Birth Date	Mother's Name	Church	Entity
<input checked="" type="checkbox"/> Anna Cordia	5/7/1962		Demo Church 25	Greenland Demo Conference Northern Atlantic Demo Union
- Effective Date:** 2/19/2018
- Include:** + Include button

Other church clerks within your local field, with the goal of helping to find the absent member, can add notes by clicking on the icon  next to the listed name. If your member's name is in **bold** text, someone has posted a comment which you can view by clicking the same icon. When your members are found, delete them from the list by clicking  .

The screenshot shows the main search interface with the following details:

- + Add to Absent Member List** button
- Search:**
 - Entity:** Greenland Demo Conferen
 - Name:** (empty)
 - Waiting
 - > 2 years
 - Church
 - Company
 - Search:** Search button
- 13 Records**
- Table:**

Picture	Member	Church	Effective Date	Listed	Locked Until	
	Adi Sulistiono	Demo Church 02 - GDC	3/14/2015	3/14/2015	3/14/2017	
	Amos Yanto	Demo Church 11 - GDC	4/2/2014	4/2/2014	7/1/2014	
	Anna Cordia	Demo Church 25 - GDC	1/11/2016	2/15/2018	5/16/2018	  

If two years has passed since your church started looking for the member (the Effective Date), and they have been included in the Absent Member List for at least 90 days, your church can vote that the individual be removed as **Missing**. Once that vote has taken place, you can check the box that will be displayed next to the person’s name on this page and enter the transaction date and minute number of the vote at the bottom of the screen and click **Update**:

+ Add to Absent Member List

Search

Entity	Name			
<input type="text" value="Demo Church 11"/>	<input type="text"/>	<input checked="" type="checkbox"/> Waiting	<input checked="" type="checkbox"/> Church	<input type="text" value="Search"/>
		<input checked="" type="checkbox"/> > 2 years	<input checked="" type="checkbox"/> Company	

1 Records

	Picture	Member	Church	Effective Date	Listed	Locked Until	
<input checked="" type="checkbox"/>		Amos Yanto	Demo Church 11 - GDC	4/2/2014	4/2/2014	7/1/2014	<input type="checkbox"/> <input type="text" value=""/> <input type="text" value=""/>

Remove Missing

Transaction Date	Minute Number	
<input type="text" value="2/15/2018"/>	<input type="text" value="2222"/>	<input type="button" value="Update"/>

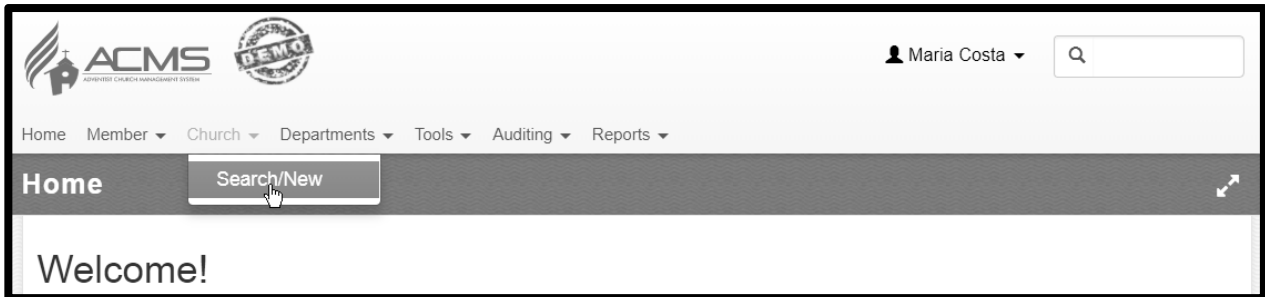
*Tip: Another way to add someone to the Absent Member List is to click the **More options** icon next tot heir name in a member search and then click the button. Then, click on the **Absent/Missing** button as shown in Section 3.4.*

3.7. Duplicate Members

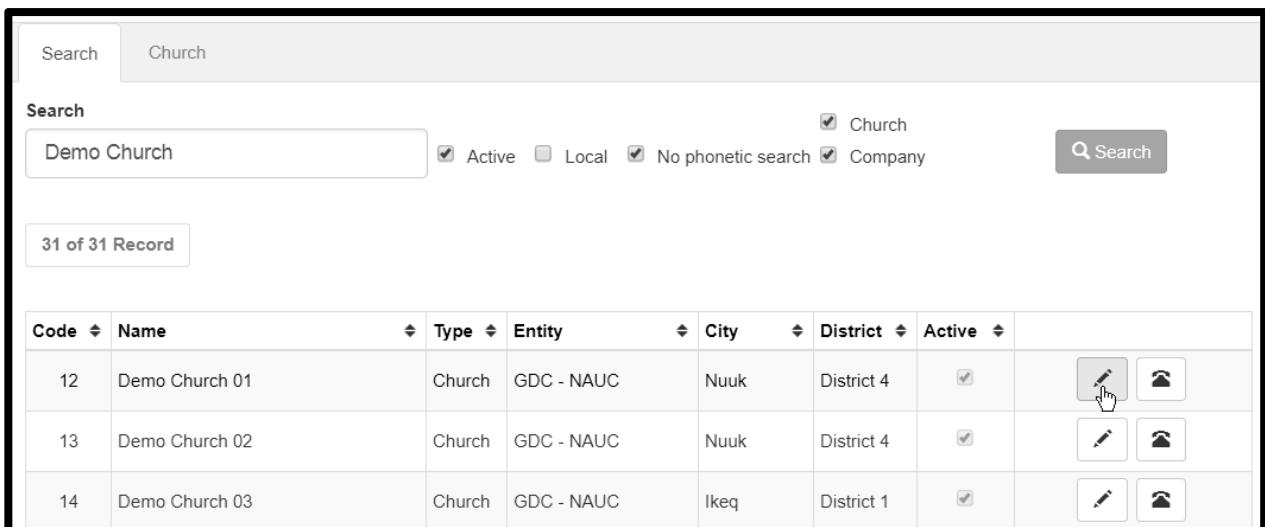
If you notice you have a member in your records twice, either because your church records were imported into ACMS with the duplication or you accidentally created a duplicate after starting to use ACMS, talk with your ACMS support person. They will review the situation and determine the best resolution. Do not be embarrassed; it is much better to report the duplicate and get it resolved than having inaccurate membership counts.

4. CHURCH MANAGEMENT

To look up another church's address, or to update information about your own church, go to the **Search/New** section in the **Church** menu:



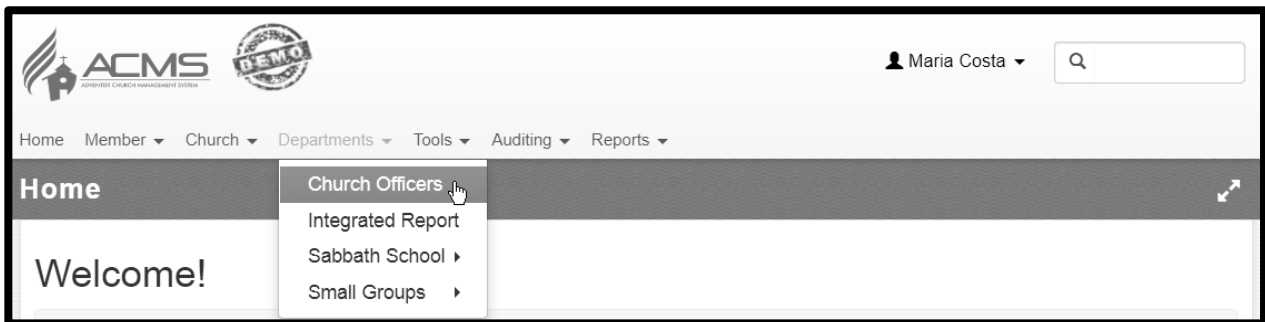
Enter a church name, or portion of its name, check or uncheck the appropriate filters, and click **Search**. Click the edit icon to view the information for other churches or to edit the information for your own church:



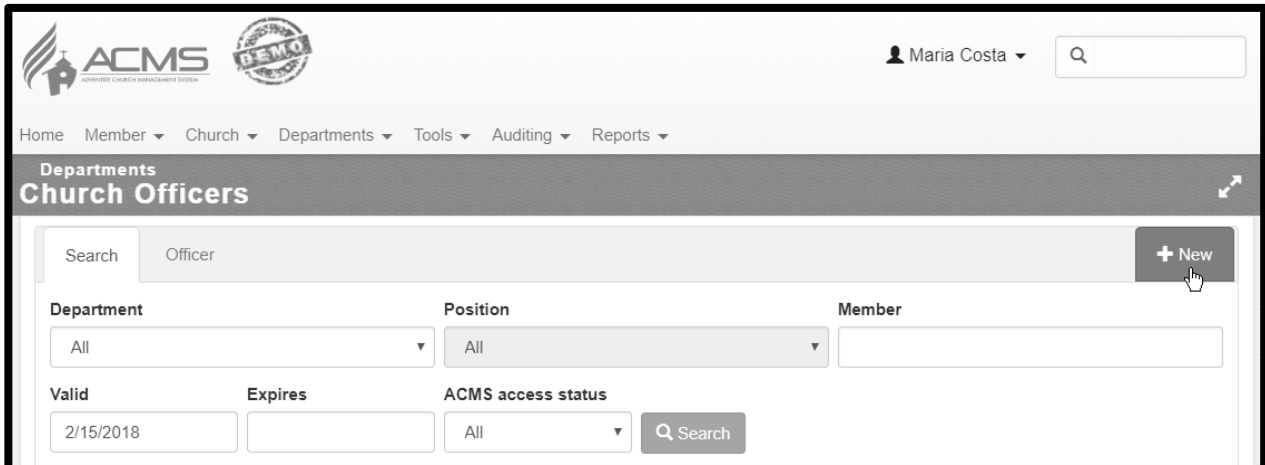
The church page allows you to view/edit a photo of the church, the district, ethnicity, address, contact info, service times, and more.

5. CHURCH OFFICERS

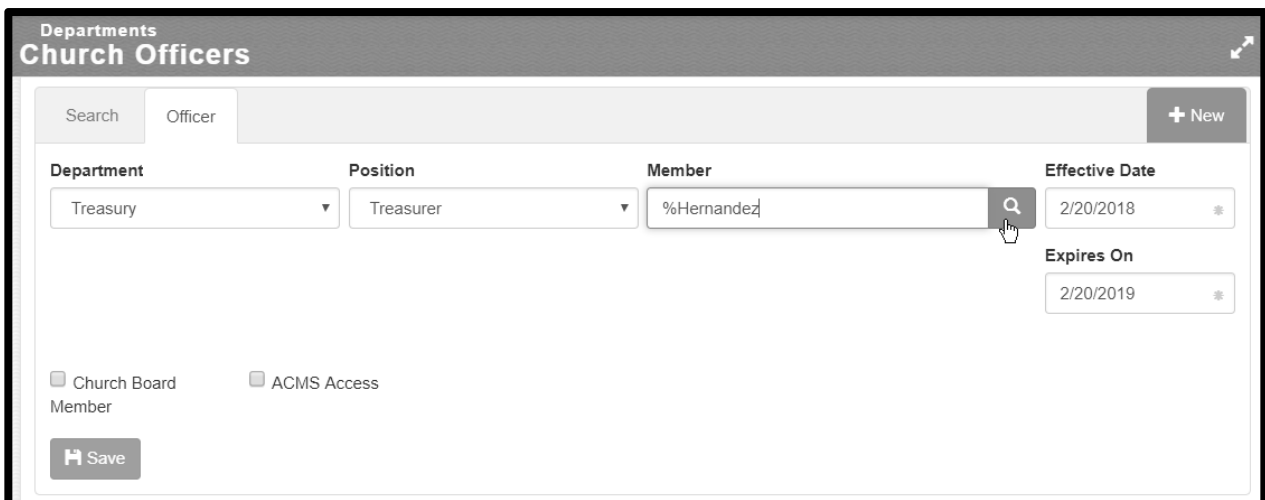
When we have a complete list of members in our congregation, it is easy to indicate the church officers. Go to the **Departments** section and click on **Church Officers**:



To add a new church officer, click the **New** button on the top right side of the screen:



Select **Department** and **Position**, and enter part, or all, of the member's name and click the search icon:



Out of the list of people that matched your search, click the **Select** button next to the correct person:

The screenshot shows the 'Church Officers' form with the following details:

- Department: Treasury
- Position: Treasurer
- Member: %hernandez
- Effective Date: 2/20/2018
- Expires On: 2/20/2019
- Church Board Member:
- ACMS Access:
- 1 Records
- Table with 1 record:

Name	Church	Entity	Active	
Carlos Hernandez	Demo Church 25	Greenland Demo Conference Northern Atlantic Demo Union	<input checked="" type="checkbox"/>	Select
- Buttons: Save, Select

Enter the effective date (starting date) and expiration date for this position (leave the end date blank if appropriate), and check the **ACMS Access** box if this individual should have a user account and be able to use the online ACMS system as part of their responsibilities, and click **Save**:

The screenshot shows the 'Church Officers' form with the following updated details:

- Department: Treasury
- Position: Treasurer
- Member: Carlos Hernandez
- Effective Date: 1/1/2018
- Expires On: 12/31/2018
- Church Board Member:
- ACMS Access:
- Buttons: Save (highlighted), New

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.