

CHAPTER 10

ONGOING MEMBERSHIP REVIEW PROGRAM

OBJECTIVES OF THE ONGOING MEMBERSHIP REVIEW PROGRAM

The Ongoing Review Program has the following objectives:

1. Develop an **organized** and **ongoing** review program that **will maintain the membership up to date**.
2. Keep the names of the members who are weak in faith and need urgent assistance to assist them before they remove themselves definitely and ultimately be removed from the church membership record. (**Nurturing**)

In order to attain such objectives there is a need to establish a **Special Review Team (SRT)**.

COMPOSITION AND DUTIES OF THE SPECIAL REVIEW TEAM

The *Special Review Team* will be composed according to the following guidelines:

1. It should be of at least 4 to 6 members **chosen by the Church Board**.
2. The suggested composition is: the **pastor, elder, clerk, treasurer and two or three members** well acquainted with the church members.
3. Since this team should function in an **ongoing manner, replacement of the team members should be only as necessary**.

The following are the tasks of the SRT:

1. **Verify all names in the church membership record**, relating them to the five auxiliary lists: **Frequent Regular Members, Non-Frequent Regular Members, Members to Transfer, Members with unknown whereabouts, and Members to Discipline/Recover**.
2. **Update, at least on a semester basis**, the five auxiliary registries update the names according to changes to each member's standing, however, never remove the names from the records, until the church votes for their removal.
3. **Meet, whenever necessary**, to make a follow-up on the Ongoing Review Program.
4. **Present, at least once a semester, a progress report to the Church Board**. This item should be one of the first in the meeting's agenda.

DUTIES OF THE CHURCH BOARD

Given the importance of the Ongoing Membership Review Program, the Church Board ought to:

1. **Assess the SRT's report**.

2. **Nominate the leaders of the work to be done in each auxiliary list**, indicating, if possible, one member of the SRT to be in charge of each of the auxiliary lists.
3. **Determine the assistance to be provided to church members in each of the auxiliary lists.**
4. Hand over immediately to the pastor/elder the names of the church members that left the church, so that provision be made to include them on the **Reunion Project**.

DUTIES OF THE CHURCH CLERK

1. **Provide the updated list of members in the ACMS and the forms of the five auxiliary lists for SRT's activities.** If the church clerk is not yet using the ACMS, he/she should request such a list from the conference.
2. **Participate in the compilation of the five auxiliary lists as part of the SRT.**
3. **Update the auxiliary lists on each member's ACMS file after the SRT presents it to the Church Board.** If the clerk is not yet using the ACMS, he/she should send a copy of the auxiliary lists to the conference for update in the ACMS. The Conference should return an updated copy of these auxiliary lists to the Church Clerk.
4. **Keep an updated copy of the auxiliary lists and distribute copies to the members of the SRT.**
5. **Follow up on** the progress of the work done with the members on the five auxiliary lists.

THE FIVE AUXILIARY LISTS

The five auxiliary lists do not replace the Membership record (ACMS, Membership Registry/File). They are merely additional working tools.

These are confidential lists containing the names of all church members. They should be constantly updated.

Frequent Regular Members

This List Includes:

- Members who attend frequently.
- Newly baptized members (within the last 12 months).
- Other members.

Procedures

1. Update the information on the Member's Form (**see appendix 12**). E.g., some members are registered with their bachelor or maiden's names or they have changed address, etc.
2. Have an ongoing visitation plan.

3. Include the members in the activities of the church, e.g., Holy Communion, Sabbath School, Christmas programs, Small Group, etc.

Non-Frequent Regular Members

This List Includes:

- Members who attend occasionally
- Members with mobility challenges
 - Elderly
 - Sick
 - People with special needs

Procedures

4. Update the information on the member's files (see appendix 12). e.g., some members are registered with their bachelor or maiden's names or they have changed address, etc.
1. Have a visitation plan that will address the perceived needs of each individual.
2. Include these members in the activities of the church, e.g., Holy Communion, Sabbath School, Christmas programs, Small Group, etc.

Observation: Create conditions, as much as possible, to convert these into frequent regular members.

Members in Transfer

This List Includes

1. Members to receive
2. **Members to grant transfer**

Procedures

1. *Members to receive*
 - Follow the process outlined in chapter 4 and transfer the name to the regular members' list
2. *Members to grant transfer*
 - Inform through the ACMS the church where the member holds his/her membership and wait so that the church sends a request for a *Transfer Letter*. If the church clerk is not yet using the ACMS, he/she should send a *Notice of Change in Membership* (see appendix 8) to the Conference.
 - Follow the process as stipulated in chapter 4 and remove the name from the auxiliary list.

Members with Unknown Whereabouts

This List Includes:

- Members who do not attend church meetings for more than six months and it is not known where they are.

Procedures:

1. Display the list on the church bulletin board and publish on the ACMS. If the clerk is not yet using the ACMS, he/she should send the list of *Members with Unknown Whereabouts for Publication* (appendix 9) to the Conference.
2. Distribute the printed list to the church officers and other members who can assist in locating the members.
3. After at least two years have elapsed without locating the member and all resources and efforts for finding him/her have been exhausted, follow the process outlined in chapter 5 and remove the name from the auxiliary list.

Observation:

- Members who are found during the process will move to one of the other auxiliary lists.

Members to Discipline/Recover

This List Includes:

- Members who are not living in harmony with the church's doctrines.

Procedures:

1. Organize the Reunion Project (see, chapter 11), that includes the visitation plan.
2. In case of recovery, move the member's name to the regular members' list
3. After all efforts to recover the member, without avail, administer the corresponding discipline, following the procedure outlined in chapter 6 and remove the name from the auxiliary list.

Observation: In case of deceased members, follow the process outlined in chapter 5.

(Observations in chapter 5 and 11)

PROCEDURES WITH THE LIST OF MEMBERS SENT BY THE CONFERENCE IN THE CASE OF CHURCHES THAT DO NOT USE ACMS

The Conference should send periodically a list, extracted from the ACMS, of members that compose the church. The enrolment of members on ACMS should be a true picture of the Membership record/Church File.

For this reason, the church clerk should inform constantly the conference, through the *Monthly Report* (see appendix 10), all and any change made to the membership.

In general, there are four different scenarios in listing church members.

First Scenario

Names in the ACMS list sent by the Conference and also included in the membership record/Church File.

Procedure:

Note a 'V' after the name, that means verified.

Second Scenario

Names in the ACMS list sent by the Conference but not included on the Membership Record/Church File.

Procedure:

1. The clerk will indicate in front of the name according to the case:
 - a. Removed by death – date
 - b. Removed by discipline – date
 - c. Removed by transfer – destination church and date
 - d. Removed for unknown whereabouts – date
 - e. Never registered in the membership record/church file
2. The clerk sends the *Monthly Report* (see appendix 10) to the conference, if necessary, sends more information:
 - a. *Notice of Censure/Discipline* (see appendix 18) of members that should be removed for discipline or by member's request.
 - b. The copy of *Certificate of Reception from the Letter of Transfer* received from the destination church.
3. The clerk contacts the Conference to verify the names of members that were never part of the Membership Record/File, gathering information regarding the type of reception and date. After proving unduly inclusion, the Conference removes the member from the ACMS list.
4. The Conference, on behalf of the church, will make the necessary corrections on the ACMS, according to the case.

Third Scenario

Names that are on the membership record/file, but are not on the ACMS list sent by the Conference.

Procedure:

Send a copy of the *Member Form* to the Conference (see appendix 12) with all information on the members not included on the ACMS list. The Conference, on behalf of the church, will make the necessary corrections in the ACMS according to the case.

Fourth Scenario

Names included on the ACMS list sent by the Conference and on the Membership Record/Church File, however, are incomplete or have some typing error.

Procedure:

Make corrections and send the corrected list to the Conference. The Conference, on behalf of the church, will make the necessary corrections on the ACMS, according to the case.

In the four scenarios previously mentioned, the church clerk should contact the Conference for correction, making all provisions so that the membership record/file is identical to the ACMS list.

Appendix 8 – Notice of Membership Change

**NOTICE OF
MEMEBRSHIP CHANGE**

Secretariat

_____ Conference of SDA

The _____ Church/Company notifies that the following members:

Code	Name
_____	_____
_____	_____
_____	_____

Moved from our congregation to _____ church/company in the city of:
_____ State of _____

Clerk's Signature

Date ___/___/___

Appendix 10 – Monthly Secretariat Report

MONTHLY SECRETARIAT REPORT	
Secretariat _____ Conference of SDA	
_____ Church/Company	Month of _____
Summary Membership Movement:	
1. Members Accepted by:	
• Baptism (Report A)	_____
• Rebaptism (Report A)	_____
• Profession of Faith (Report A)	_____
• Received by transfer letter (Report B)	_____
Total Members Accepted:	_____
2. Removal from Membership Roll:	
• Removed by transfer letter (Report C)	_____
• Removed by Apostasy (Report D)	_____
• Removed by Disappearance (Report D)	_____
• Removed by death (Report D)	_____
Total Members Removed:	_____
3. Auditing:	
• Total Member in Previous Month:	_____
• Total Members Received in current month:	_____
• Total Members Removed in current month:	_____
Final Total Members:	_____
4. Total Members Disciplined by Censure (Report E):	_____

Appendix 12 – Member Form

MEMBER FORM

Secretariat

_____ Conference of SDAs

Name of the Church/Company: _____ Member Code: _____

First Names: _____ Surname: _____ Gender: _____

Birth Date: ____/____/____ Place of Birth: _____

Mother: _____ Father: _____

Address: _____

City: _____ District: _____ Country: _____ Code: _____

Tel: _____ Cell: _____

e-mail: _____

ID#: _____ Academic Qualification: _____: Profession: _____

Marital Status: _____ Previous Religious Affiliation: _____

How did he/she become SDA?: _____

Spiritual Gifts: _____

Dependents: _____

Date of Baptism: ____/____/____ Officiating Minister: _____

Date of Rebaptism: ____/____/____ Officiating Minister: _____

Profession of Faith: ____/____/____ Officiating Minister: _____

Place of Ceremony: _____ District and Country: _____

Acceptance

Received through letter on ____/____/____

Received from Church/Company: _____

City: _____ Country: _____

Transfer Out

Transferred out on ____/____/____

To Church/Company: _____

City: _____ Country: _____

Removal

() Discipline

____/____/____

() Unknown Whereabouts

____/____/____

() Death

____/____/____

Other Remarks:



Appendix 18 – Notice of Censure/Removal

NOTICE OF CENSURE/REMOVAL

Secretariat

_____ Conference of SDAs

The _____ Church in the _____ District notifies the Conference of the following discipline:

Member's Name: _____

Date of Birth: ___/___/_____

Select the corresponding discipline:

Censure

Breaking of principles

Recommended Period of Discipline (in months):

1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 or 12

Removal

By Member's request:

Date in which the member's letter requesting removal from membership status was received by the Church Board:

___/___/_____

Breaking of Principles

Date in which the members was notified that his/her case would be considered by the Church Board:

___/___/_____

Date in which the Church Board recommended the disciple for action by the Church Business Meeting:

___/___/_____

Date in which the member was notified that his/her case would be considered by the Church Business Meeting:

___/___/_____

Date in which the members was notified of the outcome of the Church Business Meeting:

___/___/_____

Clerks Signature

Date: ___/___/_____