



Southern California Conference
of Seventh-day Adventists

2025 Church Clerk Calendar

**The efficiency of a functioning church depends a lot on the
Church Clerk - and that's you!**

"Reports to Be Furnished Promptly —The clerk must promptly furnish reports requested by the conference. Some are quarterly, others annual. It is essential that reports be sent to the conference clerk within the time specified because they are important for the accuracy of reports prepared by other organizations of the world Church. The clerk collects information for these reports from the other officers and department leaders."

Excerpt from Seventh-day Adventist Church Manual, 2015, p. 82.

Important Dates to Remember

1st Quarter

Record Attendance:

- Saturday, January 11, 2025
- Saturday, February 8, 2025
- Saturday, March 8, 2025

Quarter End: 3/29/2025
Quarter Close*: 4/3/2025

2nd Quarter

Record Attendance:

- Saturday, April 12, 2025
- Saturday, May 10, 2025
- Saturday, June 14, 2025

Quarter End: 6/28/2025
Quarter Close*: 7/3/2025

3rd Quarter

Record Attendance:

- Saturday, July 13, 2025
- Saturday, August 9, 2025
- Saturday, September 13, 2025

Quarter End: 9/27/2025
Quarter Close*: 10/2/2025

4th Quarter

Record Attendance:

- Saturday, October 11, 2025
- Saturday, November 8, 2025
- Saturday, December 13, 2025

Quarter End: 12/27/2025
Quarter Close*: 1/2/2025

*Date quarter will be closed in eAdventist; reports received or entered after this date will be included in the following quarter's statistics