



# Updating Member/Non-Member Records

[eAdventist](#) is the online database we use for managing our member and nonmember records. For each member the following information should be recorded in eAdventist:

- ❖ Full name (including middle initial or name)
- ❖ Date of birth
- ❖ Gender
- ❖ Marital status
- ❖ Family Position
- ❖ Mailing and/or physical address
- ❖ Phone number(s)
- ❖ Email address (if applicable)

For each nonmember it is recommended that the following information be recorded in eAdventist:

- ❖ Full name (including middle initial or name)
- ❖ Date of birth
- ❖ Gender
- ❖ Mailing and/or physical address
- ❖ Phone number(s)

This information is used in the following ways:

- ❖ For member visitation and communication from the church
- ❖ To differentiate between people with the same or similar names when transferring membership from one church to another
- ❖ To determine the percent of different age groups and genders in individual churches, our conference, our division and the world church.
- ❖ To mail Adventist publications to subscribers (see below for more information).
- ❖ To mail or email information to people holding specific church offices.

## Concerns Regarding the Use of Personal Information

It is not uncommon for members and nonmembers to be reluctant to give so much identifying information. You can let people with these concerns know that we do our best to protect their personal information including requiring church clerks and secretaries to sign a form saying that they will not

give out information from the membership database to unauthorized persons.

Others are concerned that they will start receiving a lot of mail from the conference. There are four main types of mail that are sent to the nonmembers and members listed within eAdventist and most of them allow people to opt out if they choose.

### 1. The Union Paper

Otherwise known as The Gleaner is a magazine that is mailed out every other month to everyone on the subscriber list within the North Pacific Union Conference.

### 2. Adventist World/Journey

This magazine goes out monthly to everyone on the subscriber list in the North American Division.

### 3. Promotional material

Promotional mail is sent out periodically to everyone on the subscriber list from organizations that are closely connected to the Adventist Church, such as the Adventist Book Center and Adventist World Radio.

### 4. Conference mailings

Mail from conference departments are sent out only to people holding specific offices or that meet other specific criteria. For example, Women's Ministry leaders will periodically be sent information regarding upcoming events and resources available from the conference. (Note: Holding an office in the church implies that the officer is willing to receive communications related to that office from the conference.)

There are a couple ways to opt out of any of the first three types of mailings:

- ❖ Ask the church clerk to take your name off the subscriber list
- ❖ Ask the conference clerk to take your name off the subscriber list



## Entering Status Changes

Another part of the information that clerks update is a person's membership status. The church clerk is responsible for promptly entering into eAdventist or reporting to the conference clerk the following status changes:

- ❖ A nonmember joins the church by baptism or profession of faith
- ❖ A member is rebaptized
- ❖ A member passes away
- ❖ A member is not able to be located after a thorough search
- ❖ A member is removed from membership because of apostasy

**IMPORTANT NOTE:** "No Names Added or Removed Without Vote – The clerk has no authority to add names to or remove names from the membership record without a vote of the church, which must always vote to add or remove a name, except in the case of the death of a member, or when a member requests in writing to be removed from membership. When a member dies, the clerk will record the date of the death in the membership record." (Church Manual – 19<sup>th</sup> Edition; page 81-82)

## Corresponding with Church Members

"The clerk should correspond frequently with absent members and should pass on to them news of church progress, encouraging them, in turn, to report their Christian activities each quarter."  
(Church Manual – 19<sup>th</sup> Edition; page 174)

There are many ways to keep in touch with absent members but here are a few suggestions:

- ❖ Mail or email them the church newsletter
- ❖ Mail them the church bulletin from the previous week with a note that they were missed
- ❖ Call them to see how they are doing and if there is any way the church can help
- ❖ Mail or email them a note to check in with them
- ❖ Send them cards for Christmas and/or their birthdays
- ❖ Keep inactive members on the Adventist Review and Gleaner mailing lists

Additional Inactive/Missing Member Resources:

- ❖ [Keys to Reclaiming the Missing](#) (PDF)
- ❖ [Reconnecting: Winning back inactive and former church members](#)