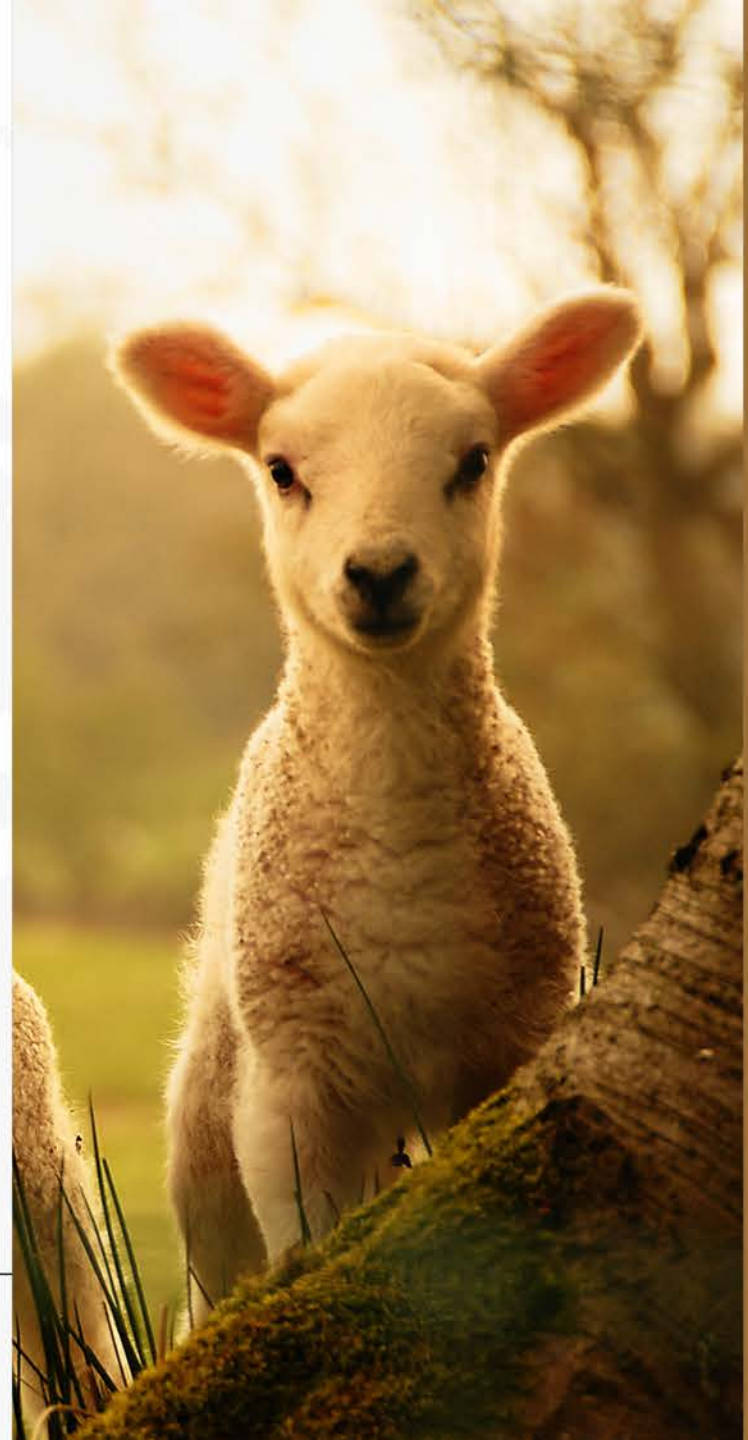
People
BEHINDNUMBERS
A POSITIVE PERSPECTIVE
OF AUDITING MEMBERSHIP

FUNDAMENTAL CONSIDERATIONS

1. The **more information** about the members we have, the more **effective** can pastoral care be.

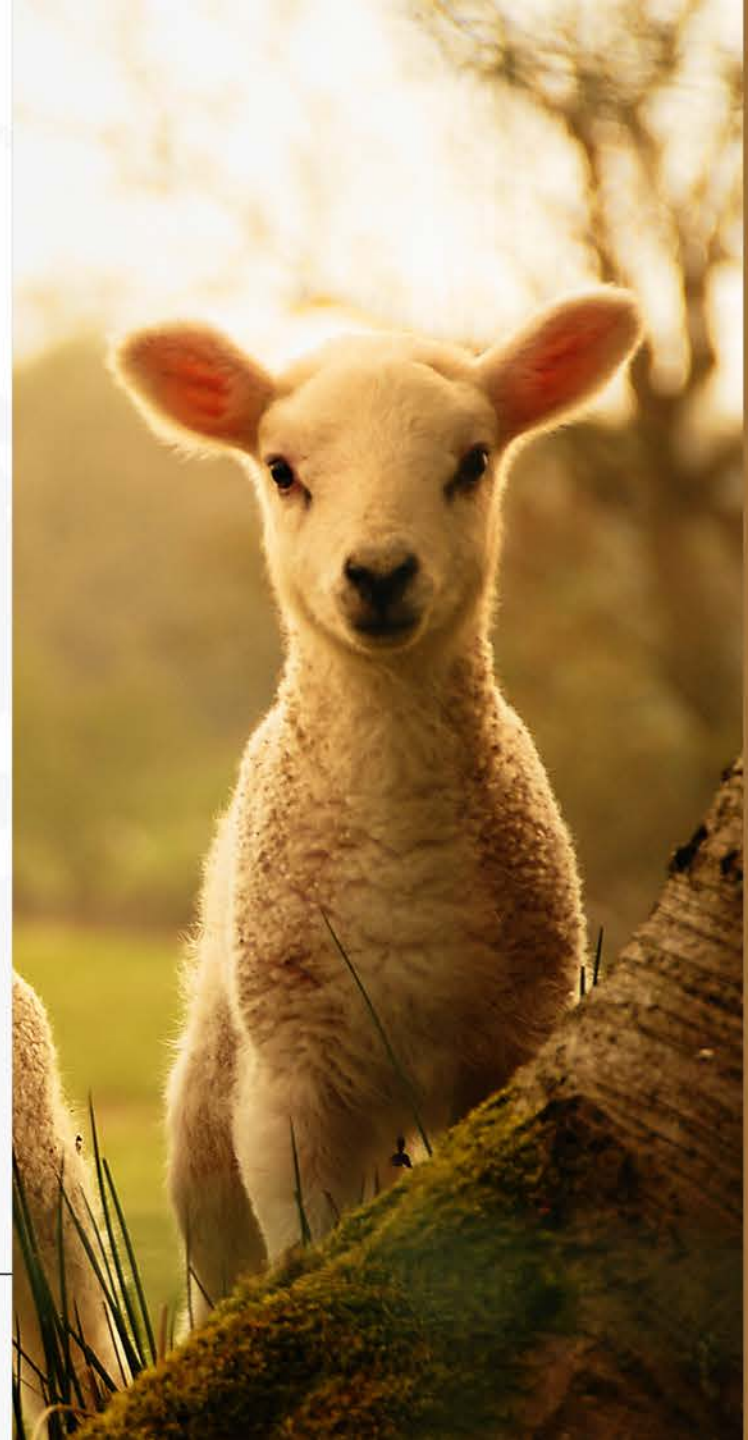


FUNDAMENTAL CONSIDERATIONS

1. The **more information** about the members we have, the more **effective** can pastoral care be.

2. Information is **relevant** when it is up-to-date and when it is used.

3. Up-to-date membership records provide key information for effective **pastoral care**.



“What man of you, having a hundred sheep, if he loses one of them, does not leave the ninety-nine in the wilderness, and go after the one which is lost until he finds it? (Luke 15:4).

– What is the situation of one of the sheep?

It is lost.

– What is the pastoral care?

The pastor goes and finds it.

– How does the pastor know that one of his sheep is lost?

He has to count them!

HOW TO CONDUCT THE PERMANENT REVIEW PROGRAM?

*People*BEHINDNUMBERS

COMPOSITION

Special Review Group

MEMBERS

4 to 6 members chosen by the church board.

SUGGESTION

Pastor, elder, clerk, treasurer and two or three more members who are familiar with the congregation.

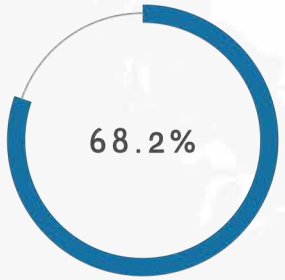
PERMANENT

It should operate permanently. The board may replace the members as needed.

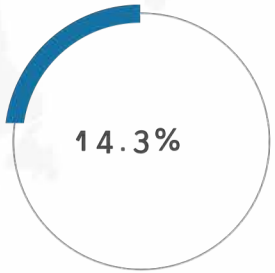
RESPONSIBILITIES

Of the SRG

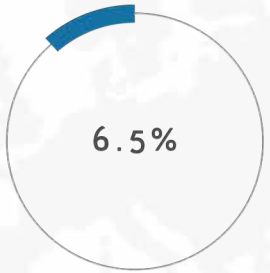
Screen all names in the membership records, classifying them in one of these auxiliary lists:



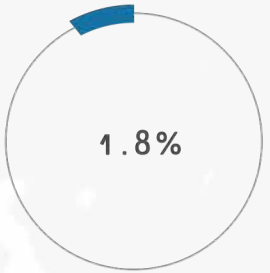
Regular Frequent Members



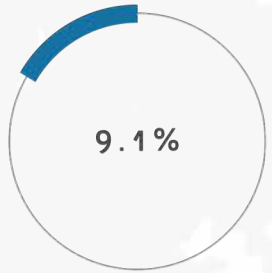
Regular Non-frequent members



Attends in Another SDA



Absent members list



Members to Rescue

RESPONSIBILITIES

Of the SRG

UPDATE

Update the five lists every six months.

1

MEETING

Meet to follow up on the progress of the Permanent Review Program.

2

REPORT

Present a report of the work done to the church board – once every six months. This should be one of the first items of the agenda.

3

RESPONSIBILITIES

Of The Church Board

Appreciate the reports presented by the SRG.

Appoint a person responsible to lead the work in favor of each group list.

Define what types of service/care should be provided to the members of each list.

Provide a list to the pastor/elder with the names of the members who left the church, to be considered for the Reunion Project (rescue of former members).

RESPONSIBILITIES

Of The Church Clerk

Provide an updated membership list from ACMS and the forms for the five auxiliary lists used for the activities of the SRG.

Participate in the elaboration of the five auxiliary lists as member of the SRG.

Based on the auxiliary lists, update each member's record on ACMS after the SRG has submitted its report in the church board.

Monitor the progress of the work done with the members of the five lists.

THE FIVE

Auxiliary Lists

These lists are confidential. Members must be classified on ACMS based on them.

Regular frequent members

Regular, non-frequent members

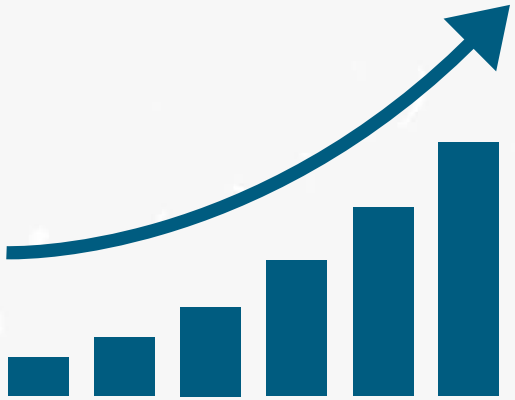
Attends in Another SDA

Absent Members List

Members to Rescue

Regular, Frequent Members

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



Procedures

1. Update the information on their membership records.
2. Have a permanent visitation plan.
3. Involve them in church ministries.

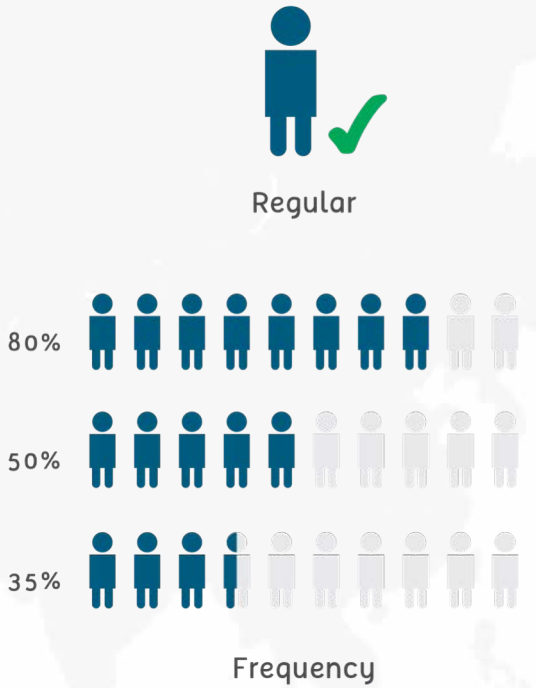
REGULAR NON-FREQUENT

Members

Are included:

1. Members with irregular attendance.
2. Members with difficulty of locomotion.

- Elderly members
- Members who are ill
- People with special needs.



Procedures:

1. Update the information on their membership records.
2. Develop a visitation plan that meets the needs perceived for each case.
3. Involve them in church ministries, especially the Sabbath School Branch.
4. Note: Try to create condition so that they may become regular, frequent members.

Are included:

1. Members to be received.
2. Members to be send.

Procedures:

1. *Members to be received*

• Follow the process as outlined in Church Manual and move their name to the regular members' list.

2. *Members to be send*

• Inform the church where they currently are members, that they desire a transfer and wait for this church to send the Letter of Transfer.

ABSENT MEMBERS LIST

Are included:

• Members who have not attended church services for more than six months and whose whereabouts are unknown.

Procedures:

1. Post the list on the church's bulletin board and publish in absent list on ACMS.
2. Distribute this list to church officials and other members who can help.
3. After you have spent at least two years with no success in locating the member, and exhausted all resources in this search, follow the process of the Church Manual and remove the name from the auxiliary list.

MEMBERS TO RESCUE

Are included:

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

Procedures:

1. Organize the Reunion Project, which includes a visitation plan.
2. In case the member returns, move their name to the auxiliary list of regular members.
3. After having made every effort to rescue, but had no success, apply the corresponding disciplinary measure according to the procedures specified in Church Manual and remove their name from the auxiliary list.

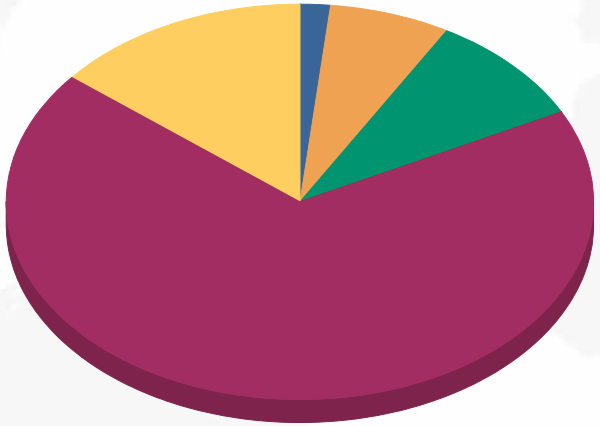
SIX AUDITORS

Member Statistics

União Sul Brasileira

Total, by category

Description	Value
Absent member list	3,049
Attends In another SDA	11,338
Members to rescue	15,871
No data	232
Regular frequent members	116,769
Regular, non-frequent members	24,719
	171.978

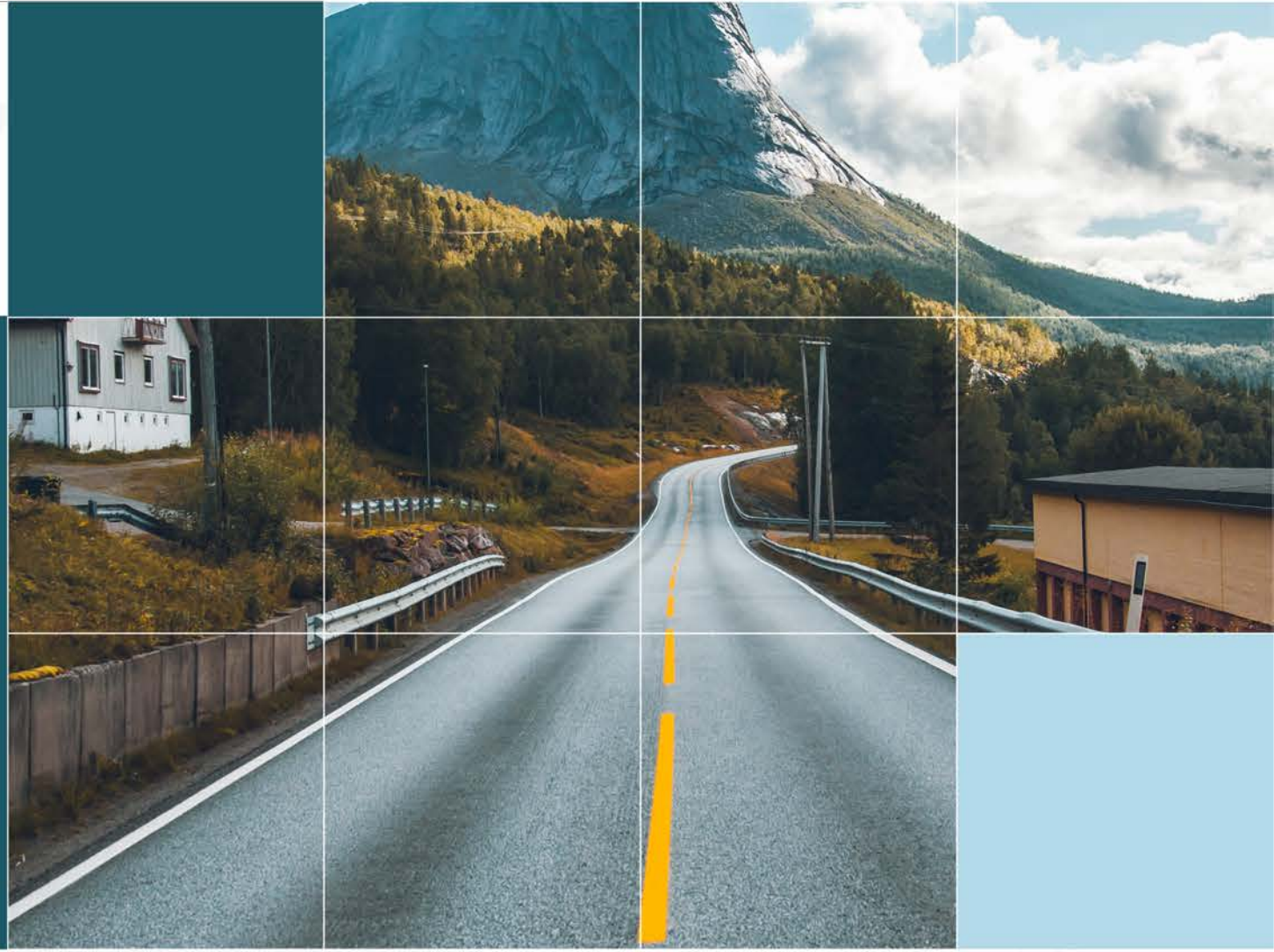


Absent member list	3049	1.8%
Attends In another SDA	11338	6.6%
Members to rescue	15871	9.2%
No data	232	0.1%
Regular frequent members	116769	67.9%
Regular, non-frequent members	24719	14.4%
Total:	171978	100.0%

PLAN FOR EXCELLENCE

THE ROAD

*People*BEHINDNUMBERS

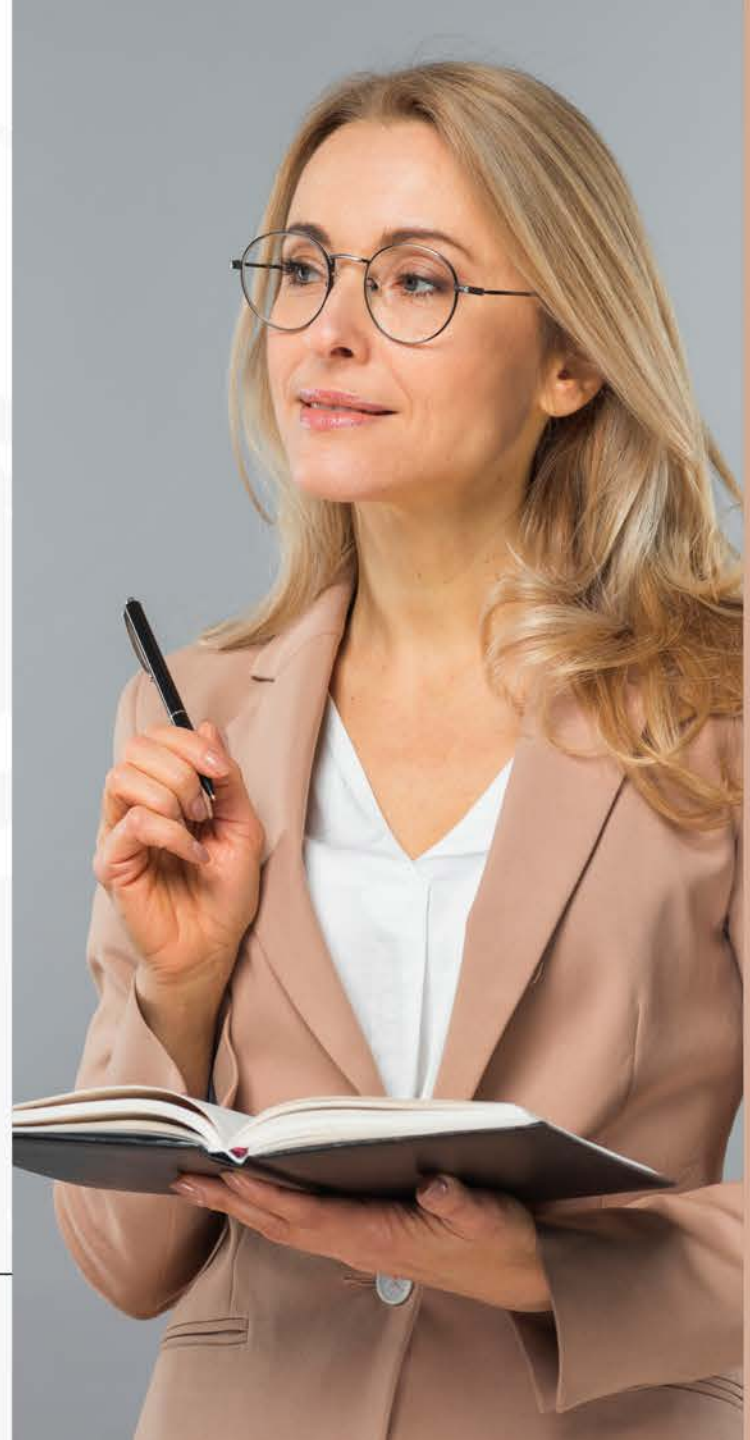


HOW THE IDEA CAME ABOUT

- The **need** for a path.

- Many new, **inexperienced** clerks did not know what was expected of them in a practical way, nor how to go about their responsibilities.

- The idea came from a church **clerk**.



NAME OF THE PROGRAM

Secretaria nota1000

Concept

Encouragement and motivation to carry out their job with excellence.

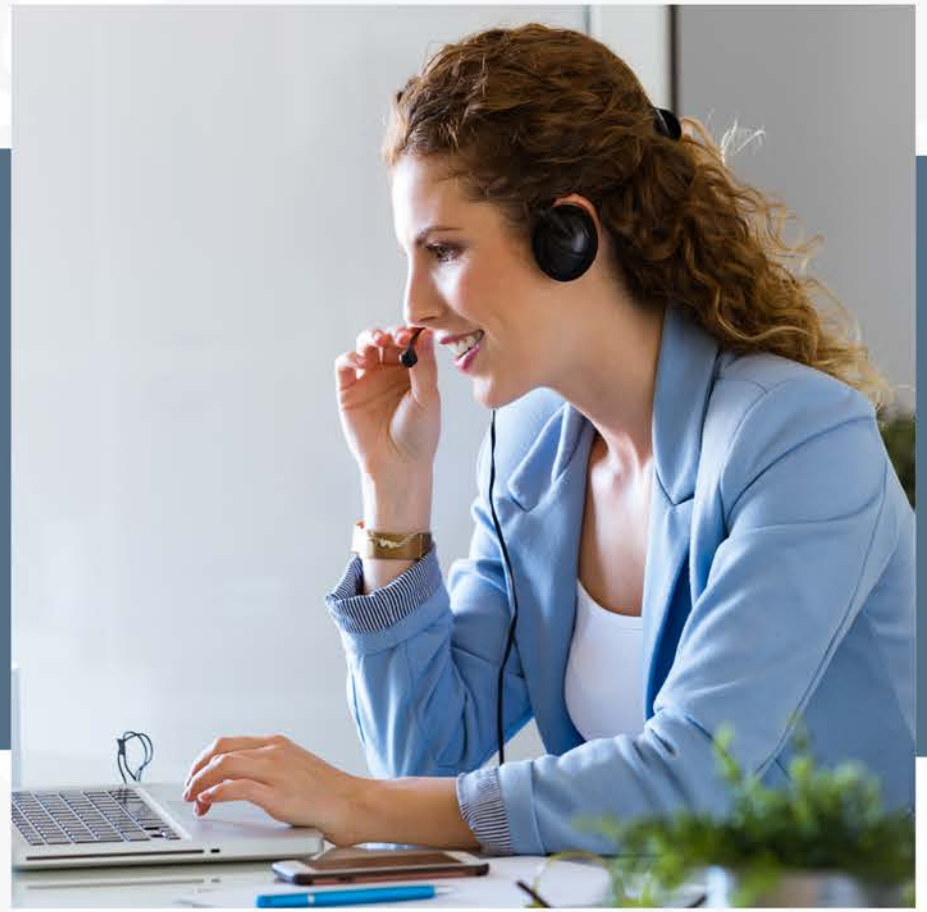
FOLLOW-UP

- One of the secrets to the effectiveness of this plan is the **monitoring** process throughout the year.

- Quarterly reports, controls and **incentives**.

- At first, all clerks **communicated** with the Conference.

- The work was gaining a clear direction, but we still needed to gain **speed** to meet their every need.



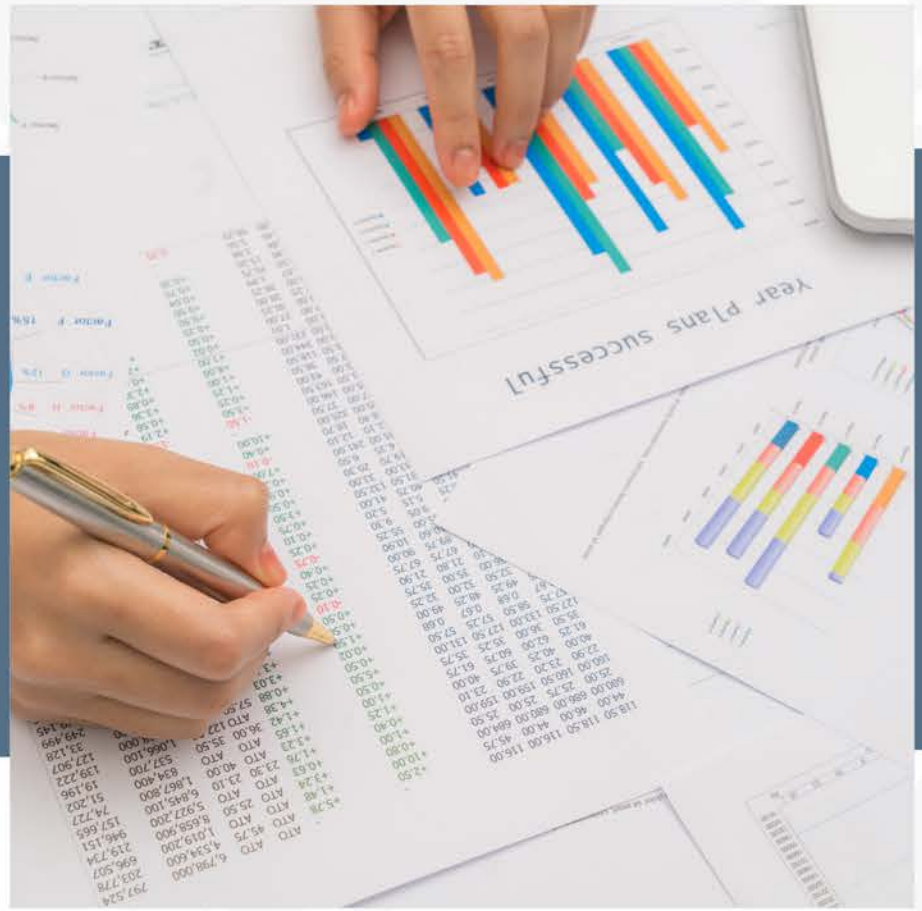
SCORING AND AWARDS

- Each **activity** has a specific score, totaling 1000 points.

- Awards were given to all secretaries who reached **1000 points**.

- However, the greatest prize is to do a job with **excellence**, for our God is worthy of this service.

REQUIREMENTS



The level of difficulty of the requirements increased over time.

Each year, requirements were changed, taken out or added.

Next, the comparison between the years 2018 and 2019.

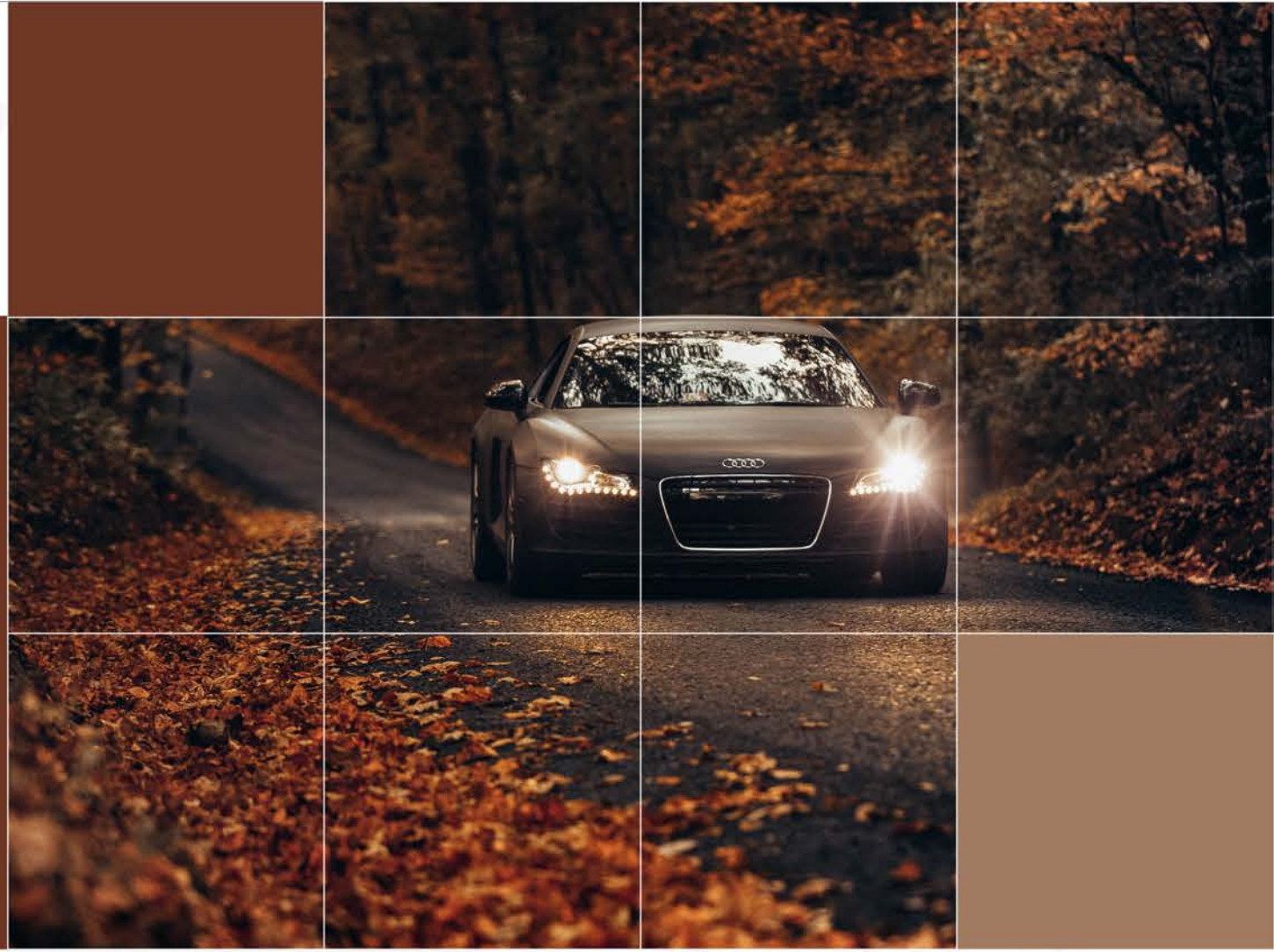
Class A Clerk-2018	Class A Clerk-2019
Register the baptismal vow forms on ACMS.	Bi-annual classification of members on ACMS.
Update the membership lists on ACMS.	Analysis of CRM/Discipleship in the monthly agenda of the church board.
Update membership records on ACMS.	Register the baptismal vow forms on ACMS.
Register officers on ACMS.	Update membership lists on ACMS.
Complete the ACMS Integrated Report for departments by the requested date.	Integrated reports.
Organize the Reunion Project.	Reunion Project.
Enroll 100% of members in Sabbath School.	Prepare minutes according to standard.
Prepare church board agendas.	
Prepare Book of Minutes according to standards.	
Keep the Book of Minutes updated.	

Seventh-day Adventist® Church

DISTRICTS SECRETARIAT

THE VEHICLE

People **BEHINDNUMBERS**

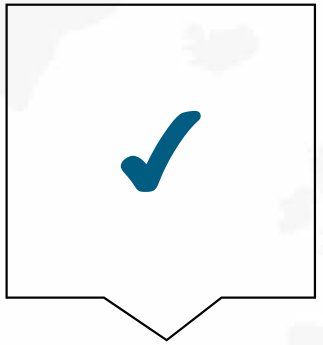


At this point, we felt the need for a means through which the clerks, who by now knew the way, to know how to move in it. We felt they needed someone who could accompany and aid in their difficulties. That is how the idea for **district secretaries** came about!

The process of implementing the district secretaries program is relatively simple and quite natural. We can divide it into **four** parts.

FOUR PARTS

Appointment



Training

Mission

Motivation

APPOINTMENT

Profile Needed: Experience and technical knowledge are important in this function, but accessibility, availability, agility, and ability to relate and motivate are much more. The position of clerk is technical. The position of district secretary is one of leadership. Demand and profile are different.

It may happen through a voting process among church clerks, but we have seen good results when we ask for the **suggestion of the district pastor**. This brings authority and support to the district secretary.

TRAINING

The district secretary will need to be trained, instructed, and closely **monitored**, especially after their appointment. Because the profile and demands of this function are different from those of a church clerk, district secretaries need to know exactly what is **expected** of them, what tools they will have and how to use them.

TRAINING CAN OCCUR IN A FEW WAYS

Annual meeting of district secretaries

TRAINING CAN OCCUR IN A FEW WAYS

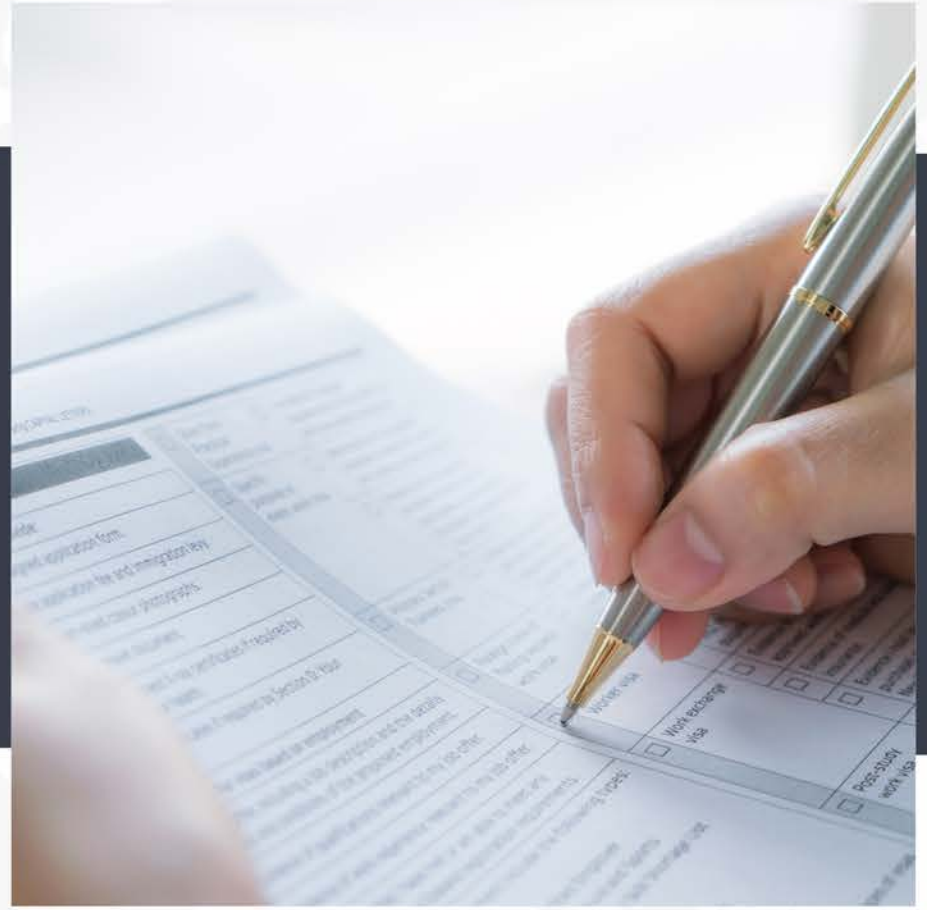
In person, by the executive secretary, auditor or conference secretariat, especially for those newly appointed

TRAINING CAN OCCUR IN A FEW WAYS

Videoconference meetings (Zoom, Skype, etc.)

TRAINING CAN OCCUR IN A FEW WAYS

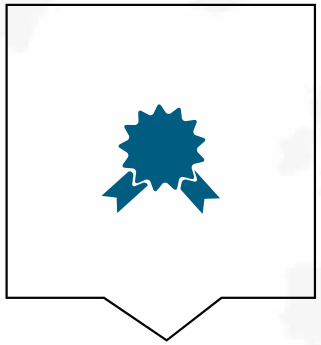
On-line tests/quizzes about the Secretariat's Guide and Church Manual



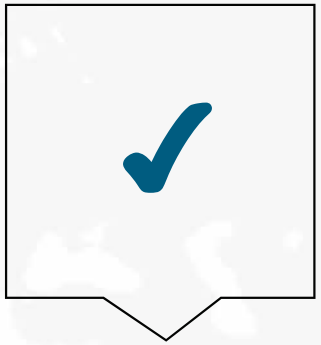
TOOLS

Among the tools available to the district secretary are:

Team work



Quarterly and annual incentives

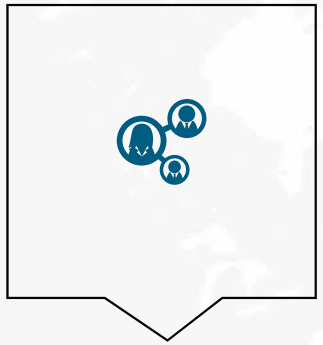


Quarterly and annual evaluations (SN1000)

Follow-up through telephone and WhatsApp

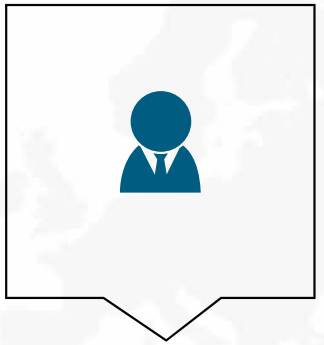
TOOLS

Among the tools available to the district secretary are:



Quarterly meetings

Occasional visits



Assistance from District pastor

Support from the Conference

Much prayer, friendship, relationship, and love

MISSION

The district secretariat is the vehicle, but the road is the plan for excellence. To maximize results, the district secretariat must have a very clear and measurable mission.

MISSION

- The district secretaries measures their efficiency as local clerks develop in the plan for excellence, the Class A Clerk.

- This is where the vehicle finds a road to excellence.

- District secretaries know that a large part of their job is to help local church clerks reach their goals during the year in each church of their district.

MOTIVATION

Keeping the group happy, integrated and motivated is just as important as the previous items. Suggestions to be practiced:

SUGGESTIONS TO BE PRACTICED

- Annual awards for those who reach a percentage of the proposed goals;
- Annual meeting in a pleasant place;
- Quarterly meetings with the purpose of interaction of clerks in their districts/regions;
- Sporadic visits from Conference employees in their homes

SUGGESTIONS TO BE PRACTICED

- Phone calls
- Contact via WhatsApp messages and groups
- Make funds available for their work
- Total availability, fast and priority service to this group

The system of district secretaries will not lessen the work of the conference executive secretary, but will exponentially increase the results achieved in the pursuit of excellence and the salvation of people.

QUESTIONS AND ANSWERS