

QUARTERLY REPORT FORM CHURCH CLERK

View your church's membership online at www.acmsnet.org

Name of Church: _____ For Quarter Ended: _____
Church Pastor: _____
Church Clerk: _____ Phone: _____
Address: _____
Date Report Emailed/Poster: _____ Email: _____

1. MEMBERSHIP last quarter was:
Please ensure this figure is the same as last quarter's report of membership _____

2. Church members added during the quarter:

a. by BAPTISM _____

b. by PROFESSION OF FAITH and previous baptism _____

c. by letter of TRANSFER from another church _____

Total Added + _____

3. Church members dropped during the quarter:

a. by letter of TRANSFER to another church _____

b. by DEATH _____

c. REMOVED from Membership _____

d. MISSING _____

Total Removed - _____

4. The present MEMBERSHIP is _____ = _____

5. How many members on the church roll do not regularly attend your church? _____

6. Was a quarterly business meeting held Yes No Date _____

INSTRUCTIONS TO CHURCH CLERKS

Please visit adventist.org.nz/church-roles/clerk for more detailed instructions

1. Please supply full details of all new members as shown on the column headings.
2. Always identify married women with their husband's given names.
3. Include postcodes in addresses and show telephone numbers where connect (including area codes).
4. When indicating "how members are received or deleted" be sure to use the correct column for each name as follows:
 - e. Where members are received by "Baptism" show the date of baptism and name of minister officiating and leave the other two columns blank.
 - f. Where members are added by "Profession of Faith" place a tick in the "profession of faith" column and leave the other two columns blank.
 - g. Where members are added by "Transfer from Another Church" show the name of the transferring church and leave the other two columns blank.
 - h. Where members are deleted by "Transfer to Another Church" show the name of the receiving church and leave the other three columns blank.
 - i. Where members are deleted by "Death", "Removed" or "Missing" place a tick in the appropriate column and leave the other three columns blank.

Please post or email before the 5th of the month following the end of the Quarter

1st quarter due 5 April. 2nd quarter due 5 July. 3rd quarter due 5 October. 4th quarter due 5 January.

POST: North New Zealand Conference, Attn: Valmarie Young, Private Bag 76900, Manukau City, Auckland 2241

EMAIL: Valmarie Young at ValmarieYoung@adventist.org.nz

MEMBERS RECEIVED DURING QUARTER

MEMBER'S NAME			MEMBER'S DETAILS			HOW MEMBER RECEIVED			
Title	Surname	Given names	If married supply given names of spouse	Address <small>(street, suburb, town, post code)</small>	Phone No. <small>(include area code)</small>	Date Received	Baptism <small>(date & name of person who preformed the baptism)</small>	Prof. of Faith	Transferred <small>(Church Transferred From)</small>
							Date: By whom:		
							Date: By whom:		
							Date: By whom:		
							Date: By whom:		
							Date: By whom:		
							Date: By whom:		
							Date: By whom:		
							Date: By whom:		
							Date: By whom:		
							Date: By whom:		

ATTENDANCE REPORT FORM

Directions for Using this Form

1. This form should be filled out on the second and seventh Sabbaths of each quarter. Establish a person(s) to be responsible for this count.
 2. This count for church attendance should take place at the beginning of the sermon, and should be conducted in the same manner and at the same time each Sabbath the count is taken to assure accuracy and uniformity. Where two or more services are held on a Sabbath, the figure recorded is the attendance of both/all.
 3. This attendance count should include the total number in attendance including: all children (regardless of age), all adults, both SDA visitors, and non-SDA visitors. Everyone who is in attendance is to be recorded. **This is to be an actual count, not an estimate.**
 4. After the attendance counts are totalled and recorded in the space below, this form should be given to your local church clerk/secretary.
 5. This information should be included in the quarterly reports
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Sabbath School Attendance Report

2nd Sabbath Attendance

Name of person doing count:

Attendance Total: Date of Count:

7th Sabbath Attendance

Name of person doing count:

Attendance Total: Date of Count:

Church Attendance Report

2nd Sabbath Attendance

Name of person doing count:

Attendance Total: Date of Count:

7th Sabbath Attendance

Name of person doing count:

Attendance Total: Date of Count: