

NORTH AMERICAN DIVISION COMMITTEE

December 13, 1988, 9:00 a.m.

MEMBERS PRESENT

C E Bradford (Ch), R L Dale (Sec), W S Banfield, C E Bracebridge, Shirley Burton, W T Clark, W O Coe, G O Engen, D F Gilbert, P A Gordon, J H Harris, Marion L Hartlein, R J Kloosterhuis, Gordon Madgwick, R L Pelton, Stoy E Proctor, G R Ramsey, Leo Ranzolin, D A Roth, Monte Sahlin, W C Scales, R S Smith, Elizabeth A Sterndale, O A Troy, Ted F Wick, R L Woodfork, J C Viera, Samuel Young.

DEVOTIONAL MESSAGE

C E Bradford, Chairman, read John 16:12,13 (NIV)—"I have much more to say to you, more than you can now bear. But when he, the Spirit of truth, comes, he will guide you into all truth. . . ."

Bradford continued by sharing thoughts contained in a letter Leroy Moore had written on the third angel's message. It is important to understand the nature of truth and the function of the third angel's message. Without this understanding Adventists are left increasingly fragmented, making the message which is designed to unite, separate into the conservative and liberal groups, each tending to enforce their concept of truth upon the Church.

Spiritual things are only spiritually discerned by transcending concrete symbols through the Holy Spirit's illuminating presence. The Minneapolis Meeting of 1988 brought together into one beautiful whole the understanding of the reality of Righteousness by Faith.

The Lord has given us a wonderful whole brain, both the left and right sides are essential. In the same way, our corporate structure of the church needs a wholeness, a complete balance. In order to be balanced, we need to listen to the congregation, the whole fellowship of believers, then He comes He will lead us into all truth.

P A Gordon offered prayer remembering the sufferings of those in Armenia during the recent earthquake, the agony of the survivors of the train wreck in England and the civilian chaplain in Korea who is recovering from an accident.

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NADA to CEB-NADCOM

HARVEST 90

C E Bradford reported that during 1989 emphasis is to be placed on enriching pastoral ministries. The church pastor is the key to any program of the church. Church members must be prepared for the results of the evangelistic efforts being planned.

W C Scales, Secretary of the North American Division Ministerial Association, gave a report on the increase in church membership using the first three quarters of 1988 and 1987, as a comparison.

NADA/NADCOM to RLD

INTERUNION CALLS

VOTED, To record the following interunion calls:

Blotzke, Steve, (Upper Columbia Conference)--Pastor, Hawaii Conference
Brauer, Carroll V, (Rocky Mountain Conference)--Pastor, Fairview Village/Pottstown District, Pennsylvania Conference
Carter, John J, (Texas Conference)--Pastor, Southern California Conference (John Carter is a South Pacific Division-based interdivision worker therefore all interdivision worker policies apply.)
Galang, Carmelito A, (Illinois Conference)--Pastor, North Stockton (Filipino), Northern California Conference
Hager, Roy, (Upper Columbia Conference)--Associate Youth Pastor, Pacific Union College
Neal, Les, (Ontario Conference)--Pastor, Oregon Conference
Venden, Morris, (Texas Conference)--Conference Revivalist, Southeastern California Conference
Wilmot, Richard W, Jr (Texico Conference)--Associate Pastor, Napa, Northern California Conference

NADA/NADCOM to RLW

MINISTERIAL SCHOLARSHIPS

VOTED, To approve acceptance by the respective organizations of the following individuals under the provisions of NAD L 25, Ministerial Scholarship Plan:

Columbia Union:

Rom, Einar T, Ohio Conference
Beginning September 1, 1988

Union Quota

Mid America Union:

Nanocchio, Angelo M, Kansas-Nebraska
Beginning September 1, 1988 Union Quota

Southern Union:

Jester, Robin F, Carolina Conference
Beginning June 1, 1988 Union Quota

Mells, Antwoyn M, Southeastern Conference
Beginning September 1, 1988 Union Quota

Walker, Carl J, Southeastern Conference
Beginning September 1, 1988 Union Quota

Southwestern Union:

Hein, Rudolph H, Arkansas-Louisiana
Beginning June 1, 1988 Union Quota

Moreno, James J, Texas Conference
Beginning September 1, 1988 Union Quota

NADA/NADCOM to RLW

BIBLE INSTRUCTOR INTERNSHIP

VOTED, To approve acceptance by the organization concerned of the following individual under the provisions of NAD L 28, Bible Instructor Internship Plan:

Atlantic Union:

von Gunten, Robert J, Southern New England
Beginning November 1, 1988 Union Quota

NADA/NADCOM to RLD&FGT

TITHE AND OFFERING EDUCATION PROMOTION COMMITTEE (NAD-S)—MEMBERSHIP
ADJUSTMENT

VOTED, To adjust the membership of the Tithe and Offering Education Promotion Committee (NAD-S) as follows:

Adjust, CRUMLEY, G H, Chairman
Jones, F L, Vice Chairman
Martell, J Lynn, Secretary

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Add, Bahr, Karl H
 Espinosa, Joseph
 Gabbert, Gale
 Lee, Harold
 Patterson, Gary
 Prestol, Juan
 Sahlin, Monte
 Smith, Paul G
 Troy, Owen A

Delete, Holbrook, D W (or designee)
 Meyers, Samuel
 Van Tassel, Dean

NADA/NADCOM to RLD&FGT

ADVENTIST REVIEW AND UNION PAPERS RELATIONSHIP COMMITTEE
(NAD-A)—APPOINTMENT

VOTED, To appoint an ad hoc committee to study the relationship
of the Adventist Review and Union papers as follows:

BRADFORD, C E, Chairman
Patterson, Gary, Vice Chairman
Dale, Robert L, Secretary
Burton, Shirley
Johnsson, William G
Jones, Theodore T
Kloosterhuis, R J
Lee, Harold
Netteburg, Kermit
Page, Jerry N
Powell George
Troy, Owen A
Watts, Kit B

NADA/NADCOM to RLD-ADCOM+GCC

ADVENTIST CHAPLAINCY MINISTRIES (GCC-S)—MEMBERSHIP ADJUSTMENT

RECOMMENDED, To adjust the membership of Adventist Chaplaincy
Ministries (GCC-S) as follows:

Add: Scales, William C

NADA/NADCOM to RLD-ADCOM+GCC

NATIONAL SERVICE ORGANIZATION (GCC-S)—MEMBERSHIP ADJUSTMENT

RECOMMENDED, To adjust the membership of National Service Organization (GCC-S) as follows:

Add: Scales, William C

GC&UnSec88YE/NADA/NADCOM to RLD

346-88N NAD STATISTICAL REPORTING SYSTEM

During the past year a pilot program to aid in the development of a new statistical reporting system for local churches, has been in progress. Refinements have been made and this system is now ready to be implemented.

The new statistical reporting system involves a three-part approach:

1. Random Sampling Survey — From two to six times a year a random sampling of churches will be taken by telephone and letter by the Research Department of the Review and Herald Publishing Association and the Institute of Church Ministry at Andrews University. The random sampling will be taken from a cross-section of churches including small and large churches, ethnic churches, etc. It is vital that any random sampling begin with the correct base in order to obtain a true feeling of what is happening in the Seventh-day Adventist Church in North America. The random sampling survey will:

a. Collect all of the data needed to meet the traditional demands for certain types of statistics.

b. Collect data without intrusion in the life of the local church which results in complaints about too much paperwork.

c. Collect any new kinds of data that new programs and strategies might need in the future.

d. Provide a flexible opportunity, up to six times a year, for administration and departmental staff to obtain any necessary information from the field.

e. Save money on the cost of surveys and research.

f. Unite the various research specialists and offices around the North American Division in a network that will enhance the quality and timeliness of the information placed on the desks of decision-makers.

2. Quarterly Reports — Quarterly report forms have been prepared to be used by church members, Sabbath School leaders, church clerks, local conferences, union conferences and the North American Division. The new system provides in a simple format information which indicates the personal involvement of the church members in the four areas of the caring church: Reaching the Community, Winning Converts, Nurturing Members, and Church Leadership.

3. Computerized Reports — Software will be provided to each level of NAD which will enable a quarterly computerized report indicating its relationship to the seven growth indicators listed in the strategic planning document (membership, attendance, baptisms, giving [tithes and offerings], church school attendance, involvement), as voted by the North American Division.

All Unions within the North American Division should implement this reporting system, based on available information, during the first quarter of 1989, with the conferences following during the second quarter.

VOTED, To approve the new North American Division Reporting System. (See pages 412 - 426 of these minutes.)

NADA/NADCOM to CEB

NORTH AMERICAN DIVISION CHURCH GROWTH FUND

The work of spreading the gospel must be motivated and accomplished at the point where it takes place—the local congregation and the individual member. Structure exists to serve congregation and the various levels of organization should facilitate the churches as they move forward in mission.

1. Basic Assumptions

- a. The North American Division is committed to enabling the congregation to become the initial source of planning.
- b. Each level of the organization should be required to submit annual plans.
- c. Funds will be granted on the basis of approved plans.
- d. Plans should be based on a relational model of nurture and outreach.

2. Plan Characteristics

The NAD Church Growth Fund is envisioned to provide significant resources directly to local congregations in order to stimulate spiritual and numerical growth. The intention is that this fund will set a new direction for growth in the North American Division. Plans funded by the NAD must be:

- a. Congregationally based.
- b. Motivationally driven.
- c. Conference supported.
- d. Result oriented.

3. NAD Expectations

In order to motivate all levels of church governance to participate in the accomplishment of these objectives, the NAD Church Growth Fund is being initiated to:

- a. Define desired outcomes.
- b. Establish performance standards.
- c. Provide resources to support accomplishment of objectives.
- d. Develop and support leadership.
- e. Evaluate performance.

4. Ministry Indicators

For the purpose of analysis of trends in ministry, there are six basic statistical indicators which provide information vital to planning and evaluation. These are as follows:

- a. Membership.
- b. Attendance.
- c. Baptisms.
- d. Giving (tithe and offerings).
- e. Church School Attendance.
- f. Involvement in Ministry.

5. Plan Criteria

Congregations that participate in the NAD Church Growth Fund will meet planning and evaluation criteria established in consultation with the next higher level of church governance. This performance appraisal and evaluation is to look at "what" rather than "who." Measurement is made from the objectives previously set by the organization. Minimum expectations call for:

- a. Presentation and approval of annual proposal for total ministry in the congregation.
- b. Quarterly reports on ministry indicators and accomplishments as per proposal.
- c. Mid-year evaluation of progress.
- d. Annual review and evaluation of the accomplishment of objectives.

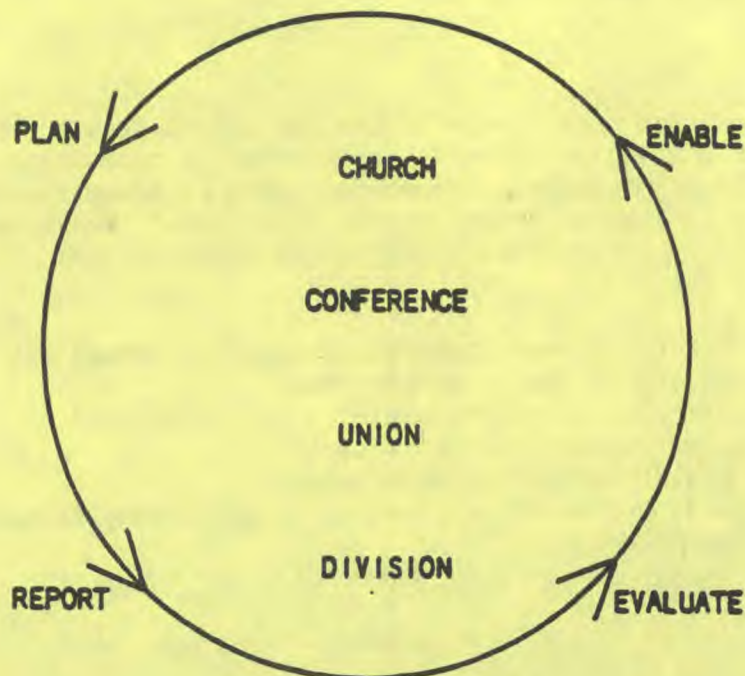
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6. Steps to Participation in the NAD Church Growth Fund.

- a. Conduct a visioning session on strategies for church growth.
- b. Vote by church board accepting:
 - 1) Relational ministry model.
 - 2) Positioning statement.
 - 3) Reporting system of ministry indicators.
 - 4) Planning criteria.
- c. Present the ministry proposal to the conference for review and approval. The church year, for planning purposes, in reality functions from September through August. It is recommended that church plans be made in this time frame.
- d. Review progress on goals and plans through quarterly reports, mid-year review, and annual planning—evaluation session.

7. NAD Church Growth Fund Process Flow

The purpose of this process is not to impose plans or programs on the local congregation, but rather to provide the inspiration, materials and resources which will make it possible for the congregation both to make and accomplish its own plans. The flow of this process is as illustrated below:



8. Plan Requirements

- a. Each level of church organization - division, union, conference, congregation - will match one another equally in funding.
- b. Matching shares are to be new monies for church growth.
- c. Funds are not available on a general distribution basis. Rather they are given on the merits of the proposals from the local congregation and on their track record of accomplishment of objectives.

VOTED, To approve the above North American Division Church Growth Fund document.

NADA/NADCOM to RLD-GCC

AUTHORIZED MEETINGS 1989—CHANGE

RECOMMENDED, To approve the following change to the Authorized Meetings for 1989:

July 14 Fri Hospital Retirement Seminar Honolulu HI

NADA/NADCOM to RLD+GCC

AUTHORIZED MEETINGS 1990—CHANGES

RECOMMENDED, To approve the following changes to the Authorized Meetings for 1990:

Mar 18-26 Sun NAD Communication Advisory Nashville TN
July 1-5 Sun International and NAD Auditing Seminar Indianapolis IN

NAMCO/NADA/NADCOM to JE

HISPANIC SCHOLARSHIP GRANTS

VOTED, To approve the following additional Hispanic Scholarship grants for 1988:

<u>Arizona</u>					
Rebeca Piantini	3rd yr	Medicine	Loma Linda		\$3,000
<u>Michigan</u>					
Carmen Jara	2nd yr	CounsPsy/PhD	Andrews		\$1,500

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Ohio

Jose Osorio	3rd yr	Cl Psy/PhD	Andrews	\$1,000
Ruben Osorio	1st yr	Medicine	Loma Linda	\$3,000

Southeastern Calif

Dulce Pena	2nd yr	Law	Pepperdine Univ	\$1,500
Victor Odicio	3rd yr	MPH	Loma Linda	\$3,000
Daniel Sanchez	3rd yr	Medicine	Loma Linda	\$3,000

Southern Calif

Esther Lopez	1st yr	DHSc	Loma Linda	\$3,000
Melinda Marquez	2nd yr	D O Med	Col OsteopathMed/Pac	\$2,000
Jerry Miller	5th yr	Medicine/ Fifth Pathway		
		Univ Calif, Irvine		\$1,500
Nancy Rodriguez	2nd yr	D O Med	Col OsteopathMed/Pac	\$2,000

NADA/NADCOM to RLW

MINISTERIAL SCHOLARSHIP ALLOTMENT

VOTED, To approve the allotment of ministerial scholarships for 1989 as follows:

<u>Unions</u>	<u>Allotments</u> (300)
Atlantic	23
Canadian	17
Columbia	37
Lake	32
Mid-America	34
North Pacific	34
Pacific	61
Southern	40
Southwestern	<u>22</u>
TOTAL	300

NADA/ADCOM/NADCOM to GHC

ADVENTIST ADOPTION AND FAMILY SERVICES—DENOMINATIONAL STATUS

VOTED, To approve denominational status for Adventist Adoption and Family Services, 6040 Southeast Belmont Street, Portland, Oregon 97215, effective October 1, 1988 in accordance with the provisions of NAD C 47. Adventist Adoption and Family Services will not participate in the Retirement Plan.

NADA/NADCOM to RLD

SPECIAL NADCOM COMMITTEE DATES FOR 1989

VOTED, To approve the following Special NADCOM Committee dates
for 1989:

February 23
April 20
June 29
August 17
October 26
December 14

Adjourned

C E Bradford, Chairman
R L Dale, Secretary
Elaine Robinson, Recording Secretary

THE SURVEY ELEMENT OF THE NEW REPORTING SYSTEM:
THE N.A.D. CHURCH INFORMATION SYSTEM

The NAD is being propelled into the "information age," which means that in today's world the ability of church leaders to insure the health and continued strong growth of the church is directly linked to the quality and timeliness of the information on their desks. There is a desperate need, often recognized in recent meetings of NAD Officers and Union Presidents, to increase the amount and quality of relevant information to support key decisions and long-range planning for the division.

Information is a powerful tool in communicating with and gaining the support of our constituencies. For example, last year's survey regarding the Ingathering materials revealed that support for Ingathering has been damaged in the last couple of years because the traditional statistics regarding number of persons helped, value of food given away, etc., had been removed from the Ingathering booklet. These statistics had been removed because departmental and publishing house staff were aware of the inaccuracy of the data collected through the traditional reports. This is one of the reasons that was decided to re-work the reporting system.

The re-working of the traditional reporting system is an opportunity to put in place a very effective, state-of-the-art Church Information System. Using the resources that NAD administration has built up over the past decade at the Institute of Church Ministry and the Review & Herald Publishing Association, a system is being put in place that will:

1. Collect all of the data needed to meet the traditional demands for certain types of statistics. These statistics will be more accurate than any reported by the NAD in 100 years.
2. Collect data without intrusion in the life of the local church which results in complaints about "too much paperwork," etc. The new system will make it possible to limit the direct reporting system from the churches to the half dozen key indicators--membership, baptisms, attendance, involvement, and enrollment in church schools.
3. Collect any new kinds of data that new programs and strategies might need in the future. Alterations in the reporting system can be made very easily since the actual mechanics will involve only a handful of staff. The old system involved re-training the behavior of hundreds of denominational employees at many levels. This way if administration decides on a change, it can be quickly implemented with a minimum of fuss and bother.

4. Provide a flexible opportunity, up to six times a year, for administration and departmental staff to get any information from the field that is necessary. When new issues and new programs come along, they will not be hampered by the traditional reporting structure nor require time-consuming and disruptive processes to change. Within weeks of any committee or administrator determining a need for certain information that does not exist, it can be collected from the field and placed on his desk. In the past the turn-around time for this sort of thing has usually been one or two years.

5. Save money on the cost of surveys and research. Because a cost-effective system will be in place, when a need for something like the Seltzer Daley study for the Board of Higher Education comes along, it will be possible to meet it with no additional expenditures.

6. Unite the various research specialists and offices around the NAD in a network that will enhance the quality and timeliness of the information placed on the desks of decision-makers. The new system allows each research organization to contribute that which it does best to a coordinated system.

HOW WILL THIS NEW CHURCH INFORMATION SYSTEM WORK?

The Research Department of the Review & Herald Publishing Association will conduct four telephone surveys a year, using small samples to save cost and get quick results; and the Institute of Church Ministry will conduct two surveys a year, using large samples to validate and balance the small samples. This totals six actual surveys a year.

These two research approaches balance and interact with each other in a number of other ways summarized in this chart:

R&H SURVEYS

focus on households

include non-attenders

cost savings of
small samples

bias toward private
opinion of members

knowledge of individual
behavior & purchases

INSTITUTE SURVEYS

focus on congregations

include specific lay leaders of
departments and programs

accuracy factor of
large samples

bias toward group dynamics
of local churches

knowledge of group decisions
in church boards & committees

Taken as a whole, including the marketing expertise of the publishing house and the social science expertise of the university,

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this system provides an unprecedented look into the reality of the 4,500 local churches, 260,000 households and 715,000 members of the NAD. The NAD staff now includes individuals with the expertise to help administration and departmental staff at all levels make maximum use of this system to get exactly the information they need to do their work effectively and efficiently. This new system will enable us to wring every drop of value out of the enormous investment that has been made in church growth and institutional research over the past 15 years, and apply that value directly to the on-going work of the church.

The establishment of the NAD Church Information System as a primary element in the new reporting system shall include:

1. Appropriation of \$14,000 annually from Research & Development funds.
2. Approval of the proposals from the Institute of Church Ministry and the Research Department of the Review & Herald Publishing Association.
3. Designation of Monte Sahlin, adult ministries coordinator in the Church Ministries Department, as staff coordinator for the system.

My Church Ministries

UPDATE

I am in the following
age group:

- ☐ Child (through grade 8)
- ☐ Teen (grades 9-12)
- ☐ Young Adult (18-29 years)
- ☐ Adult

I am involved in
the following
ways:

- ☐ Personal
- ☐ Small Group
- ☐ Congregational

I am involved with my church
family in the following
Caring Church ministries:

Examples of
Caring Church
Ministries:

☐ Reaching the Community

Discovering community needs
Creating public awareness
Meeting needs

Community Surveys
Newspaper Articles
Vacation Bible Schools
Community Services
Seminars

☐ Winning Converts

Establishing lasting friendships
Conducting Bible studies
Participating in evangelistic activities

Bible Seminars
Workshops
Home Bible Fellowships
Evangelistic Crusades
Prophecy Seminars

☐ Nurturing Members

Teaching the Bible
Providing fellowship activities
Visiting church members

Christian Education
Sabbath School
Pathfinder Clubs
Social Activities
Small Groups

☐ Church Leadership

Holding church office
Participating in church planning
Leading/organizing a training event

This report is submitted:

- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly

☐ Individual Report ☐ Class Report; Number Reporting:

A-100a/Dec. 12, '88

A-100a

88-416

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<i>A Note to My</i> PASTOR	
I wish I could:	
<div></div>	
Please visit:	
<div></div>	
I need your help in:	
<div></div>	
Name _____	Phone _____
Date _____	A-100b/Rev. 1, 88

A-100b

Sabbath School Attendance **REPORT**

Church: _____

Teacher's/Leader's
Name: _____

Directions for Using this Report:

1. This report should be filled out on the second Sabbath of each quarter (or on the Sabbath(s) designated by your Conference) by:
 - a. Each Adult Sabbath School class teacher or the Adult Division leader, and,
 - b. Each Division leader in the other Sabbath School Divisions.
2. Obtain this information by counting the total number attending, including members and others.
3. When the report is completed, give it to your local church Sabbath School secretary.

Date: _____

Cradle Roll

Kindergarten

Primary

Junior

Earliteen

Teen (Grades 9-12)

Young Adult (18-28 yrs.)

Adult

A-200/Dec. 12, '88

A-200

Church Attendance **REPORT**

Church: _____

Deacon's
Name: _____**Directions for Using this
Report:**

1. This report should be filled out on the second Sabbath of each quarter by the deacon in charge.
2. Obtain this information by counting:
 - a. The number of non-SDAs present.
 - b. The total number present, including children, SDA visitors, and the non-SDA visitors already mentioned in part "a" above. (The best time to take the count is at the beginning of the sermon.)
3. When the report is completed, give it to your local Church Clerk/Statistical Secretary.

Date:
Non-SDA
Visitors:
Total Church
Attendance:

A-300/Nov. 1, '88

Church Ministries

PROFILE

Church _____ Date _____

Secretary's Name _____

Directions for Using this Church Ministries Profile:

1. This profile should be filled out by the Sabbath School or Church Ministries secretary. Before the second Sabbath of each quarter (or the Sabbath(s) designated by your Conference), the secretary should be sure to distribute:
 - a. *My Church Ministries Update* (Form A-100) to each member,
 - b. *Sabbath School Attendance Report* (Form A-200) to each Sabbath School class or division leader, and
 - c. *Church Attendance Report* (Form A-300) to the deacon in charge.
2. Obtain the information for this *Profile* from the forms mentioned above, all of which are to be completed on the second Sabbath of the quarter (or the Sabbath designated by your Conference).
3. Copies of this completed report go to your:
 - a. Church clerk/statistical secretary (white copy).
 - b. Pastor (yellow copy).
 - c. Church ministries leader (pink copy).
 - d. Church files (gold copy).
4. This report is to be completed by the 5th day following the close of the quarter.

A-200: Sabbath School Attendance

Children: Cradle Roll	
Kindergarten	
Primary	
Junior	
Earlyteen	
Teens (Grades 9-12)	
Young Adults (18-29 years)	
Adults	
Total	

A-100: Total Number Involved in the Following Ways:

Personal	Small Group	Congregational	Total

A-100: Total Number of Individuals Actively Involved:

	Children (through grade 8)	Teens (grades 9-12)	Young Adults (18-29 years)	Adults	Total
Reaching the Community					
Winning Converts					
Nurturing Members					
Church Leadership					

Weekly Report ☐
Monthly Report ☐
Quarterly Report ☐

Local Church

STATISTICAL REPORT

Church _____

Address _____ City _____

State/Prov. _____ Zip _____

E-Mail I.D.# _____

Ch. Clerk/Stat. Sec.'s Name: _____

Quarter _____ Year _____

Directions for Using This Report:

1. This report should be filled out quarterly by the church clerk/statistical secretary.
2. Obtain this information from the:
 - a. Church Attendance Report (A-300).
 - b. Church Ministries Profile (A-400).
 - c. Church clerk's records.
3. Copies of this completed report go to your:
 - a. Conference Secretary (white copy).
 - b. Pastor (yellow copy).
 - c. Church Ministries leader (pink copy).
 - d. Church files (gold copy).
4. This report is to be completed by the 10th day following the close of the quarter.

Total Number Involved in the Following Ways:

Personal Small Group Congregational Total

Sabbath School Attendance

Children: Cradle Roll
Kindergarten
Primary
Junior
Earliteen
Teens (Grades 9-12)
Young Adults (18-29 years)
Adults
Total

Church Attendance

Non-SDA Visitors
Total Attendance

SDA School Attendance (Complete only in the fourth quarter.)

a. Number of school-age children and teens (gr. 1-12) in church families.
b. Number of above standing SDA schools.
c. Number of young adults attending SDA college/university.
d. Num. of young adults attending non-SDA college/university undergraduate.

Involvement*	Children	Teens	Young Adults	Adults	Total
Reaching the Com.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Winning Converts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nurturing Members	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Church Leadership	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Membership*					
Added: Baptism	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prof. of Faith	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Letter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(A) <input type="text"/>

Dropped: Letter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Death	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Apostasy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Missing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(B) <input type="text"/>

Church Membership Summary

Membership, End of Previous Quarter

Add the Total Number Added

Subtotal

Subtract the Total Number Dropped

Membership, End of This Quarter

Inactive Members Reclaimed

(A) + _____
= _____
(B) - _____
= _____

Local Church

To be completed quarterly by the Church Clerk/Statistical Secretary

Church _____ I.D.# _____
 Quarter _____ Date _____
 Ch.Clerk/St.Sect.Name _____ Phone # () _____
 Pastor's Signature _____

Directions for using this Membership Update:

1. This report should be filled out quarterly by the church clerk/statistical secretary.
2. To obtain the needed information, consult the pastor's report and updates from members.
3. When the report is completed:
 - a. Mail the white copy to your Conf. Secretary.
 - b. Give or mail the yellow copy to your pastor.
 - c. Give the pink copy to your local church church ministries leader.
 - d. Keep the gold copy for your files.
4. The date for completion of this report is by the fifth day after the close of the quarter.

ADDED

[illegible]

DROPPED

[illegible]

Local Church OFFICER UPDATE

To be completed quarterly by the Church Clerk/Statistical Secretary

Church _____ I.D.# _____
 Quarter _____ Date _____
 Ch. Clerk/St. Sect. Name _____ Phone # (____) _____
 Pastor's Signature _____

Directions for using this Officer Update:

1. This report should be filled out quarterly by the church clerk/statistical secretary.
2. To obtain the needed information, consult the minutes of the church business meeting/church board.
3. When the report is completed:
 - a. Mail the white copy to your Conference Secretary.
 - b. Give or mail the yellow copy to your pastor.
 - c. Give the pink copy to your local church church ministries leader.
 - d. Keep the gold copy for your files.
4. The date for completion of this report is by the fifth day after the close of the quarter.

NAMES AND ADDRESSES OF CHURCH OFFICERS

	Name	Telephone	Address
Pastor			
Elder *			
Elder			
Head Deacon			
Head Deaconess			
Clerk			
Treasurer			
Sabbath School Superintendent			
Sabbath School Secretary			
Personal Ministries Leader			
Personal Ministries Secretary			
AYS Leader			
ATY Leader			
Home and School Leader			
Religious Liberty Leader			
Dorcas Society Leader			
Communication Secretary			
Health and Temperance Leader			

*List first the name and address of the elder to whom any supplies for the church should be sent.

Local Conference STATISTICAL REPORT

Conference _____ E-Mail I.D. # _____ Quarter _____
Conference Secretary's Name _____ Year _____

Directions for Using this Report:

1. This report should be filled out quarterly by the Conference Secretary.
2. Obtain this information from the
 - a. Local Church Statistical Reports (Form A-500) received from your churches.
 - b. Conference Treasurer's Report.
3. Copies of this completed report go to your:
 - a. Union Secretary (white copy).
 - b. Conference President (yellow copy).
 - c. Conf. Church Min. Dir. (pink copy).
 - d. Files (gold copy).
4. This report is to be completed by the 15th day following the close of the quarter.

Total Sab. Sch. Attendance

Children: Cradle Roll	<input type="text"/>
Kindergarten	<input type="text"/>
Primary	<input type="text"/>
Junior	<input type="text"/>
Earliteen	<input type="text"/>
Teens (Grades 9-12)	<input type="text"/>
Young Adults (18-29 years)	<input type="text"/>
Adults	<input type="text"/>
Total	<input type="text"/>

Total Church Attendance

Non-SDA Visitors	<input type="text"/>
Total Attendance	<input type="text"/>

SDA School Attendance (Complete only in the fourth quarter.)

a. Number of school-age children and teens (gr. 1-12) in church families.	<input type="text"/>
b. Number of above attending SDA schools.	<input type="text"/>
c. Number of young adults attending SDA college/university.	<input type="text"/>
d. Num. of young adults attending non-SDA college/university undergraduate.	<input type="text"/>

Financial Information

Tithe	NAD/World Off.	Conference Development	Local Church Funds	Miscell. Off. & Special Projects
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Number Involved in the Following Ways:

Personal	<input type="text"/>	Small Group	<input type="text"/>	Congregational	<input type="text"/>	Total	<input type="text"/>
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Involvement*

	Children	Teens	Young Adults	Adults	Total
Reaching the Com.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Winning Converts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nurturing Members	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Church Leadership	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Membership*					
Added: Baptism	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prof. of Faith	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Letter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (A)
Dropped: Letter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Death	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Apostasy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Missing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (B)

Conf. Membership Summary

Membership, End of Previous Quarter _____

Add the Total Number Added _____

Subtotal _____

Subtract the Total Number Dropped _____

Membership, End of This Quarter _____

Number of Churches _____

Inactive Members Reclaimed _____

(A) + _____

= _____

(B) - _____

= _____

Union STATISTICAL REPORT

Union _____ E-Mail I.D. # _____ Quarter _____
 Union Secretary's Name _____ Year _____

Directions for Using this Report:

1. This report should be filled out quarterly by the Union Secretary.
2. Obtain this information from the *Local Conference Statistical Reports (Form B-500)* received from the conferences in your union.
3. Copies of this completed report go to your:
 - a. Division Secretary (white copy).
 - b. Union President (yellow copy).
 - c. Union Church Min. Dir. (pink copy).
 - d. Files (gold copy).
4. This report is to be completed by the 25th day following the close of the quarter.

Total Sab. Sch. Attendance

Children: Cradle Roll	<input type="text"/>
Kindergarten	<input type="text"/>
Primary	<input type="text"/>
Junior	<input type="text"/>
Earliteen	<input type="text"/>
Teens (Grades 9-12)	<input type="text"/>
Young Adults (18-29 years)	<input type="text"/>
Adults	<input type="text"/>
Total	<input type="text"/>

Total Church Attendance

Non-SDA Visitors	<input type="text"/>
Total Attendance	<input type="text"/>

SDA School Attendance (Complete only in the fourth quarter.)

a. Number of school-age children and teens (gr. 1-12) in church families.	<input type="text"/>
b. Number of above attending SDA schools.	<input type="text"/>
c. Number of young adults attending SDA college/university.	<input type="text"/>
d. Num. of young adults attending non-SDA college/university undergraduate.	<input type="text"/>

Financial Information

Tithe	NAD/World Off.	Conference Development	Local Church Funds	Miscell. Off. & Special Projects
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Number Involved in the Following Ways:

Personal	<input type="text"/>	Small Group	<input type="text"/>	Congregational	<input type="text"/>	Total	<input type="text"/>
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Involvement*

	Children	Teens	Young Adults	Adults	Total
Reaching the Com.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Winning Converts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nurturing Members	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Church Leadership	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Membership*					
Added: Baptism	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prof. of Faith	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Letter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (A)
Dropped: Letter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Death	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Apostasy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Missing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (B)

Union Membership Summary

Membership, End of Previous Quarter _____

Add the Total Number Added _____

Subtotal _____

Subtract the Total Number Dropped _____

Membership, End of This Quarter _____

Number of Churches _____

Inactive Members Reclaimed _____

(A) + _____

= _____

(B) - _____

= _____

North American Division STATISTICAL REPORT

Quarter _____ Year _____

Directions for Using This Report:

1. This report should be filled out quarterly by the Division Secretary.
2. Obtain this information from the *Union-Statistical Reports (Form C-500)* received from the unions in your division.
3. Copies of this completed report go to three:
 - a. The NAD President (white copy).
 - b. The NAD Ch. Mtn. Dir. (yellow copy).
 - c. the GC Ch. Mtn. Dir. (pink copy).
 - d. Your files (gold copy).
4. This report is to be completed by the 30th day following the close of the quarter.

Total Sab. Sch. Attendance

Children: Cradle Roll	
Kindergarten	
Primary	
Junior	
Earliteens	
Teens (Grades 9-12)	
Young Adults (18-29 years)	
Adults	
Total	

Total Church Attendance

Non-SDA Visitors	
Total Attendance	

SDA School Attendance (Complete only in the fourth quarter.)

a. Number of school-age children and teens (gr. 1-12) in church families.	
b. Number of above attending SDA schools.	
c. Number of young adults attending SDA college/university.	
d. Num. of young adults attending non-SDA college/university undergraduates.	

Financial Information

Tithe	NAD/World Off.	Conference Development	Local Church Funds	Miscell. Off. & Special Projects

Total Number Involved in the Following Ways:

Personal	Small Group	Congregational	Total

Involvement*

	Children	Teens	Young Adults	Adults	Total
Reaching the Com.					
Winning Converts					
Nurturing Members					
Church Leadership					
Membership					
Added: Baptism					
Prof. of Faith					
Letter					
Total					
Dropped: Letter					
Death					
Apostasy					
Missing					
Total					

Div. Membership Summary

Membership, End of Previous Quarter

Add the Total Number Added

(A) + _____
= _____

Subtotal

Subtract the Total Number Dropped

(B) - _____
= _____

Membership, End of This Quarter

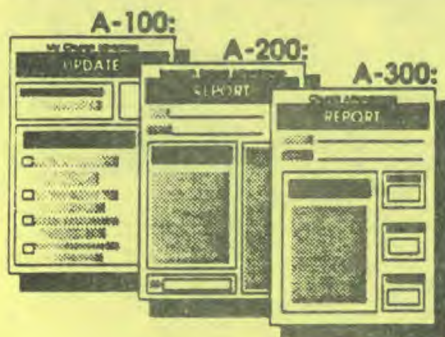
Number of Churches

Inactive Members Reclaimed

*Record figures where applicable.

How to Use

NAD REPORT FORMS



A-400:

A-500:

I. FOR USE BY THE SABBATH SCHOOL OR CHURCH MINISTRIES SECRETARY.

- A. Before the second Sabbath of each quarter, the secretary should be sure to distribute:
1. *My Church Ministries Update* (Form A-100) to each member,
 2. *Sabbath School Attendance Report* (Form A-200) to each Sabbath School class or division leader, and
 3. *Church Attendance Report* (Form A-300) to the deacon in charge.
- B. These three forms are to be completed on the second Sabbath of each quarter. Directions for using the forms are located on each form.
- C. The secretary will use the information on these forms to complete the *Church Ministries Profile* (Form A-400).
1. This form should be completed by the end of the first month of the quarter.
 2. Copies of the *Church Ministries Profile* should be sent to the individuals designated in the directions.

II. FOR USE BY THE CHURCH CLERK/STATISTICAL SECRETARY.

- A. Obtain the information for the *Local Church Statistical Report* (Form A-500) from the:
1. *Church Attendance Report* (Form A-300) which will be completed by the deacon in charge
 2. *Church Ministries Profile* (Form A-400) which will be completed by the Sabbath School or Church Ministries Secretary.
 3. Church clerk's records.
- B. Complete this form and distribute the copies as indicated in the directions by the 5th day following the close of the quarter.