

TRAINING DAY

# ACMS ON MISSION

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## THE ROLE OF THE CHURCH'S CLERK

However, do not rejoice that the spirits  
submit to you, but rejoice that  
**your names are written in heaven.**

LUKE 10:20



## THE ROLE OF THE CHURCH'S CLERK

Truly I tell you, whatever you bind  
on earth will be bound in heaven, and  
**whatever you loose on earth will be  
loosed in heaven.**

MATTHEW 18:18



# ACMS

ADVENTIST CHURCH MANAGEMENT SYSTEM

# The role of the Church's Clerk

## MEMBERSHIP REGISTRATION

Dealing with membership information

## RECORD OF MINUTES

Dealing with the records of Board meetings

## LOCAL FIELD REPORTS

Sharing information with the local Field

## LOCAL CHURCH REPORTS

Giving relevant informations with the church leaders



# Local Church Reports

## TYPES AND USES OF MEMBERSHIP INFORMATION

### STATISTICAL LISTS

Lists that can provide enough information to understand your church's current profile.

### STRATEGIC LISTS

Lists that can provide crucial information for a powerful strategic action plan in your church.

### UPDATED INFORMATION

**None of the previous lists will be fully useful and effective without up-to-date information.**



# Updating Members Information

TAKE THIS WAY

REPORTS >

MEMBERS > MEMBERS

Use the options 4, 6 or 14 to print the list you prefer and approach each member asking them to update their own information.



- Member ▸
- Church ▸
- Department ▸
- Member
- Family
- Member Statistics
- Updated members



## Welcome!

“God’s love has set a limit to the demands of toil. Over the Sabbath He places His me- e preserves for the family oppor- tunity for communion with Him, with nature, and with one another.”—Ed 251.

### General information

**187**

Active members

**1**

Member entries in the year

**0**

Changes requested by Member

#### Transfers

**0**
**0**  
 Pending Transfers In (waiting on our side)

**0**

Pending Transfers Out (waiting on our side)

#### Whereabouts unknown

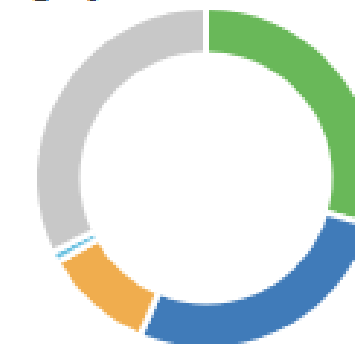
**0**

Whereabouts unknown

**0**

Whereabouts unknown no longer locked

#### Category


**56**

Attends regularly

**51**

Does not attend regularly

**20**

Attends In another SDA

**2**

Elderly/homebound

**61**

No data



# Categorizing member information



TAKE THIS WAY

MEMBERS > CATEGORIES

Use one of these options:

Elderly

Attends in another SDA

Attends regularly

Does not attend regularly





# Categorizing member information



TAKE THIS WAY

MEMBERS > ABSENT

Click on **+Add to Absent /  
Whereabouts unknown**





# Categorizing member information



TAKE THIS WAY

MEMBERS > SEARCH

1. Search for a name
2. Find the option **+ADD FAMILY MEMBER.**
3. Search for the names of their family members.
4. Select the type of their relationship.





# Categorizing member information

TAKE THIS WAY

DEPARTMENTS >  
CHURCH OFFICERS

Register each church  
officer of your church,  
just click on **+NEW**  
and go.





# Statistical Lists

## UNDERSTANDING YOUR CHURCH

Lists based on categories can present a clear picture of your church.

REPORTS > MEMBERS > MEMBERS STATISTICS

Using filters - Getting useful lists by birthday, age, gender, marital status, organize them by region or family, giving to the pastor and each church leader a true picture of your church.





# Strategic Lists

## MAKING PLANS TO THE CHURCH

Statistical lists based on specific categories can be used to build the strategic action plan of your church.

REPORTS > MEMBERS > MEMBERS STATISTICS  
or

REPORTS > MEMBERS > MEMBERS

Using Filters - Getting useful information by age, by gender, by Marital status, by region to help your church departments to make their plans.







## CHURCH'S CLERK ON MISSION

Nothing impure will ever enter it, nor  
will anyone who does what is  
shameful or deceitful, but only  
**those whose names are written  
in the Lamb's book of life.**

REVELATION 21:27



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