Conference Clerk - Job Description

eAdventist is a hub that connects each church to:

- the members
- the community
- the conference
- the union
- churches worldwide

The Conference Clerk plays a vital role in keeping this hub working and has a number of key responsibilities.

Admin for eAdventist accounts (conference and churches)

All eAdventist accounts for the conference (e.g. administrators, directors, assistants) and the churches (e.g. pastors, clerks, church secretaries, communication directors) are created and administered by the Conference Clerk. All accounts must be authorized by a conference officer (e.g. Secretary, H/R Dir) or pastor. The Conference Clerk relies on these same people to provide notification when accounts need to be disabled or changed.

"Post office" for transfers

eAdventist encourages churches to handle all transfers and member updates digitally ("online"). However, some churches are unable to or choose not to handle their transfers and updates digitally. Instead, they choose to be "offline" and rely on the conference clerk to handle the transfers and updates digitally on their behalf.

Both "online" and "offline" churches rely on the conference clerk to forward transfer mail (by post or email) to international churches at regular intervals (e.g. weekly) - since they don't use eAdventist. The conference clerk also receives the replies from international churches and enters them in eAdventist.

Training and Support for Church Clerks

One of the most important responsibilities of the Conference Clerk is providing training and support for the Church Clerks. This involves introducing them to the membership protocols (e.g. board meetings, baptisms, transfers) outlined in the **Church Manual** as well as showing them how to use eAdventist to implement these protocols. This requires a blend of group training, one-on-one training self-training and ongoing support by phone and email. Our eAdventist team is the Conference Clerk's support team.

Data entry for "offline" churches

For the churches that are unable to or choose not to handle their own transfers and updates digitally, the Conference Clerks handles the data entry for them and forwards updated records to the "offline" clerks and pastors. This responsibility continues to shrink as more and more churches go "online" and handle their own transfers and updates.

✉ *Still need help? Contact Us (#)*   *Last updated on May 16, 2023*

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