MISSIONARY

8 Give or follow up at least one series of Bible studies

The local clerk should, throughout the year, give or follow up on a complete series of Bible studies, for individuals or families. This is also valid if he or she is leading a Bible class.

The district clerk will carry out the verification.

Total: 1 point

9 Keep the classification of members updated in eAdventist

The local clerk must update eAdventist membership classification throughout the year, presenting this item quarterly to the local church Executive Committee.

The district clerk will carry out the verification. This information is included in the Integrated Report. The minutes can also serve as proof: 0.25 per quarter.

Total: 1 point

10 Carry out a rescue plan for members who no longer attend the church (Evangelism Reunion)

1st Quarter: Identify and classify the people we want to rescue. The local clerk should prepare the list by the end of March.

2nd Quarter: Sponsor each person to be rescued. Count on the support of the various departments of the church and its leaders. The list of sponsors should be prepared by June. Each person to be rescued must have one or more sponsors on the list.

3rd Quarter: Develop actions to reach the people we want to rescue. They can be personalized or general, carried out by individuals or in groups. The local clerk may or may not be actively involved in the actions.

4th Quarter: Hold the Reunion Evangelism.

The district clerk will carry out the quarterly verification. Each step carried out is worth 0.25. The time may be different in some cases.

Total: 1 point

A PLUS SECRETARIAT

Seventh-day
Adventist Church
CENTRAL BRAZIL UNION
CONFERENCE

A PLUS
SECRETARIAT

ADMINISTRATIVE

1 — Participate in Clerk training and qualifications (Conference and District clerks)

The local clerk must attend all training sessions, both those held by the conference and those held by the district clerk, in person or by videoconference. Justified absences will be accepted.

The district clerk will keep track of all those who participated in the training sessions. If the local clerk is absent from any training session without due justification, the points will be proportionally deducted.

Total: 1 point

2 — Register all church officers in eAdventist

All leaders elected by the church, including associates and members of the leadership teams, as voted by, must be registered in eAdventist by the local clerk by the end of February and updated throughout the year, in case there are any changes proposed by the Executive Committee.

The district clerk will verify in eAdventist.

Total: 1 point

3 — Complete the Integrated Departmental Report in eAdventist

The local clerk must complete the Integrated Departamental Report in full in eAdventist, within the deadlines established each quarter, according to the number of departments the church has.

The district clerk will verify it in eAdventist. Value: 0.25 per Quarterly Integrated Report submitted.

Total: 1 point

4 — Maintain and update the Minutes and Events Books within recommended standards

The local clerk must keep the Minutes Book (decisions of the Executive Committee, Regular and Administrative Meetings) and Acts Books (events of the local church) according to the model established in the Guide for the Secretariat and have the minutes written and signed within thirty days after the vote.

The district clerk will perform the analysis. Minute Book: 0.75. Act Book: 0.25.

Total: 1 point

TECHNIQUE

5 — Register and attach the candidates baptismal registration forms in eAdventist within the deadline

The local clerk must type and attach the baptism forms to eAdventist each month, no later than the fifth of the following month.

This item will be evaluated by the conference Secretariat, through eAdventist. If more than 70% of the forms are registered, maximum score will be awarded.

Total: 1 point

6 — Keep the complete membership and church registry updated in eAdventist

The local clerk must update the data of the members (photo, address, marital status, etc.) and the church (address, meeting times, etc.) every six months, completing them in eAdventist.

The district clerk will verify the data in eAdventist. Per semester: 0.25 for the data of the members and 0.25 for the data of the local church.

Total: 1 point

7 — Update member's status (transfers, disciplines, disappearances, deaths) in eAdventist

The local clerk must keep all member movements updated in eAdventist throughout the year. This includes transfers, disciplines, disappearances, and deaths.

The district clerk will carry out a semi-annual verification in eAdventist: 0.5 per semester.

Total: 1 point