

## Membership Records

Policy Number 06.04

Effective Date: Jun. 24, 2012  
Revision Effective: Jan. 20, 2019

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### A. Title:

New Member Information

### B. Purpose:

There are various requirements for having documented information about the church's members. One is to keep statistics regarding the congregation for reporting to the Presbytery. Others include the ministering to members, evaluating the church's programmatic needs and planning. This Operations Policy Statement (OPS) provides policy and procedures for collecting new member information and the safe guarding of such information.

### C. Policy:

1. The Membership Ministry is responsible for the collecting and processing of new member information.
2. The Membership Ministry is responsible for maintaining the currency of this Operations policy Statement and the oversight of the compliance with the stated policies and procedures herein.
3. New members information shall be obtained directly from the new member with the use of the *New Member Information Form 060401*(F-060401).
4. All the information/data obtained by use of F-060401 is classified as church CONFIDENTIAL INFORMATION and shall only be used for the official and operational needs of FPCC and shall not be provided to any person(s) or organization(s) outside of FPCC. Congregational statistics (VOID OF NAMES AND ALL PERSONAL INFORMATION) resulting from F-060401 use may be provided to the presbytery and PC(USA).
5. A new member's completed F-060401 (original document) is a Church Record having "permanent retention" and shall be protected at all times by securing said information in a locked cabinet when not being used. Individuals with working copies shall similarly protect it and destroy it within one year when no longer needed.

### D. Definitions:

See MOO Glossary for definitions of italicized underlined terms in this OPS.

## **E. References:**

The 2011-2013 *Book of Order* sections: G-1.0301 *The Meaning of Membership and Baptism*, G-1.0302 *Welcome and Openness*, G-1.0303 *Entry into Membership*, G-1.0304 *The Ministry of Members*

## **F. Applicability:**

The policies and procedures described herein generally apply to the processing of new members into the life of the church. The new member data is applicable to the administrative needs of the church as well as to its ministering to the new member.

## **G. Process:**

1. The new member candidate(s) meets with the Pastor and completes the F-060401.
2. The Pastor gives the completed F-060401 to the Church Administrator and a copy of the F-060401 to the Membership Ministry chairperson.
3. The Church Administrator provides pertinent data from the F-060401 to the Clerk of Session for her/his needs.
4. The Church Administrator gives a copy of the F-060401 to the Church Windows Data Entry Manager for updating of Membership Roll. Upon completion of entering the data the Church Windows Data Entry Manager shreds the copy of the F-06041.
5. The Membership Ministry chairperson arranges for a mentor for the new candidate member and invites the new candidate member(s) to a meeting to introduce the candidate(s) to leaders of the church, provides information about the church, and answers any questions of the new candidate member.
6. The Membership Ministry chairperson shreds the copy of the F-060401 once need for data is completed.
7. The Church Administrator files the original F-060401 as a permanent Church Record in a file for the current year's F-060401.