

# Protocol – Steps to Take if an Online Church Changes Clerks

Scenario:

A church clerk is online, but due to various circumstances, this church clerk needs to discontinue his/her duties. Maybe the nominating committee chose another person, maybe the online clerk resigned, maybe the online clerk is moving away.

The online clerk simply passes the materials to the next person, but does not notify the Conference Clerk of this change.

The resulting effects are:

- The Conference clerk does not know that a new church clerk needs to be trained, and the new clerk does not have any access to eAdventist.net (because of course, account sharing is strictly prohibited).
- The church status remains “online” and therefore the old clerk is still receiving transfer emails (and ignoring them), and no new transfer information is going to the new clerk, printed or otherwise.

As you can see, this can cause chaos and havoc for the new clerk and the Conference clerk, and also bring the membership activity to a grinding halt. No new clerk wants to start duties by finding out that he/she is automatically 6 months behind, simply because of a lack of communication!

Protocol to avoid this type of delay and confusion:

If you, as the online clerk, are planning to relinquish your duties, please take the two following simple steps:

- 1. Make your Nominating committee aware that you use eAdventist.net to manage the membership for your church.**

Have them keep in mind that choosing a new person with computer skills would make the transition much easier.

Make the Nominating committee aware that if they do not choose a person with computer skills, the chosen person will be required to resume written monthly reports, and need to be trained on how to contact the Conference clerk to initiate/process transfers.

- 2. Alert the Texas Conference Members & Statistics department to the fact that you will be relinquishing your duties, and when the transition will occur. You can reach us at: [membership@txsda.org](mailto:membership@txsda.org)**

We will put an action plan into place to either train the new clerk on eAdventist.net, or train them on the paper report schedule.

We will make a note regarding whether it is necessary to discontinue the transfer emails to you. Even if there is a slight gap between you and the next online clerk, we must have transfers going to the new person, even if they are printed during that training gap.