

## **CHURCH MEMBER TRANSFER PROCESS For Off-system churches (not on eAdventist)**

### **TRANSFER OF INCOMING MEMBER**

The North American Division is now using *eAdventist.net* for all membership transfers. This has done away with the former old system of "green membership transfer cards" to request a transfer.

When an individual comes to you requesting to join your church, please obtain the following information:

1. Full name of the individual (include maiden name or alternate sur-names, if they are used)
2. Date of birth
3. The name of the church, city and state where their current SDA church membership is located.

Clerks who are NOT yet online in eAdventist need to submit a transfer request form with this information to the Texas Conference membership clerk. Do not send a request directly to the other church. The conference will enter your request into eAdventist for the transfer to be initiated.

You now wait until you receive a transfer letter from eAdventist stating that the request has been granted by the other church, and asking for you to enter your acceptance date. This individual is now ready to be accepted into your church.

Take the letter to your church board to review. They recommended the name to the church body for a vote to accept them in. The next Sabbath the name goes into the bulletin for a first reading, and an announcement is made from the pulpit. The following Sabbath the name is again listed in the bulletin this time as a second reading. During the announcement, a vote is taken of the congregation to accept the member into your church fellowship. This is the date you enter on the transfer letter your received. Sign and return the letter to the Texas Conference membership clerk to enter.

**IMPORTANT:** Please remember that individual names are added/subtracted from the church membership list **ONLY** after the transfer has been completed in both the granting and accepting churches.

## **TRANSFER OF OUTGOING MEMBER**

The clerk will receive an eAdventist letter requesting a member's transfer out of your church. The letter will ask for your church's grant/recommended date.

Take the letter to your church board to review. They recommended the name to the church body for a vote to grant the request out, affirming that the member is in good and regular standing. The name is listed in the bulletin as a first reading, and an announcement is made from the pulpit. Again, the following Sabbath the name is run in the bulletin as a second reading and a vote is taken of the congregation to grant the member's transfer out. Enter the date on the transfer letter you received initially from eAdventist. Sign and return the letter to the Texas Conference membership clerk to enter.

**REMEMBER:** The name cannot be removed from your records UNTIL an acceptance date has been sent to you in the form of an acknowledgment letter from eAdventist. The name is automatically transferred in eAdventist from one church to the other. Once you receive an acceptance date letter from eAdventist, you can then remove the individual's name from your church by dropping them on your monthly Clerk's Report Form and sending it to the Conference.