

open hearts
open minds
open doors



The people of The United Methodist Church*

DURATION OF SERVICE
MINIMUM OF **ONE YEAR** AND MAXIMUM
OF **THREE YEARS** (YOU MAY SERVE
AGAIN AFTER A ONE-YEAR SABBATICAL)

SKILLS AND INTERESTS TO HELP YOU IN YOUR MINISTRY

- ABILITY TO LISTEN TO AND COMMUNICATE WITH PEOPLE OF ALL AGES.
- KNOWLEDGE ABOUT OR ACQUAINTANCE WITH MANY OF THE MEMBERS OF OUR CONGREGATION.
- WILLINGNESS TO TEND TO DETAILS.
- EXPERIENCE IN RECORDKEEPING OR AN INTEREST IN LEARNING.

RESOURCES TO HELP YOU IN YOUR MINISTRY

Interpreter Magazine

www.interpretermagazine.org

Discipleship Resources

www.discipleshipresources.org

Look for the following titles:

- *The Book of Discipline of the United Methodist Church – 2004*
- *What Every Leader Needs to Know*
- *Many official record forms and supplies*
- *Attendance Registration Pads*
- *Attendance Registration Pad Covers*

General Board of Discipleship website:

www.gbod.org

South Carolina Annual Conference Website:

www.umcsc.org

For further guidance or help, please contact
Rev. Doug Gilliland or Rev. Traci Bennett.
We are here to serve in ministry with you!

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CANNON'S CAMP GROUND UNITED METHODIST

THE MEMBERSHIP SECRETARY

**"To each is given the manifestation of
the Spirit for the common good."**

1 Corinthians 12:7

The primary task of the Membership Secretary is to keep accurate membership records so that the congregation of Cannon's Camp Ground United Methodist Church can help its members grow as Christian disciples.



Reflect upon these questions. Your responses will help you think about the people of your community and Cannon's Camp Ground United Methodist Church, and how our congregation's financial resources might serve them best.

1. In what three ways can accurate recordkeeping help to nurture the members of our congregation?
2. How could the quality of life be improved for at least one specific group of people in our community?
3. How do you see that accurate membership records can help your congregation minister to these people?

YOUR RESPONSIBILITIES AS THE MEMBERSHIP SECRETARY

1. **Work with the pastor to keep accurate records for all membership rolls (baptized members, professing members, constituents, affiliate members, associate members, people removed from the roll of professing members, people removed from the roll of baptized members), reporting regularly to the Church Council on the status of all these rolls, and reporting annually to the Charge Conference.**
2. **Maintain a list of members received and those to be removed from the rolls.**
3. **Maintain the permanent church register.**
4. **Participate in and report regularly to the Church Council, the ministry group on Evangelism or Witness Ministries, and the Charge Conference.**
5. **Be accountable to the Charge Conference through the Church Council.**
6. **Assist in membership roll audits as directed by the pastor.**

GETTING STARTED

- Revisit the responses to the questions you answered earlier.
- Attend meetings of the Committee on Evangelism or Witness to get acquainted, share hopes and concerns, and begin to plan your work for the year.
- Talk with your pastor(s) and other persons in your congregation who hold (or have held) responsibilities in the area of finance.
- Gather the various rolls, the permanent church register, and the card index, the loose-leaf book, or the membership record on an electronic information system.
- Evaluate the present condition of the records you have gathered. What needs to be done to update them?
- Recruit others to help you in your work.
- Participate in training opportunities.

"For to this you have been called, because Christ also suffered for you, leaving you an example, so that you should follow in His steps."

1 Peter 2:21