

### SDA Church Manual Available

The new 19th edition revised in 2015 of the Seventh-day Adventist Church Manual is available. Click on this link to download a PDF version

here: <https://www.adventist.org/en/information/church-manual/>. Or purchase your copy at the ABC for \$10.00, this should be billed to your church.

### Attendance Forms

Please keep track of your group's Sabbath Worship and Sabbath School attendance totals. Be sure to count everyone in the worship service, including infants. Submit these forms to your Conference Clerk.

### Baptismal Certificates / Profession of Faith Certificates

Email your Conference Clerk to request Baptismal Certificates and/or Profession of Faith Certificates. They are also available in Spanish. Specify the quantity and include your shipping address or specify the church mailing address. Allow 8-10 business days for delivery. (We do *not* have Rebaptism certificates. You may use the Baptismal Certificates for this occasion as well.)

### Baby Dedication Certificates

The Conference Office does not provide Baby Dedication certificates. They may be purchased through our ABC at 480-991-8501.

### Transfer Cards/Forms

These forms or cards are created at the local church level and not provided by the Conference.

### Timeliness

We would appreciate you recording your membership changes on time. Please be sure to enter or submit your membership changes in a timely manner. We prefer to minimize the amount of *late* entries. Examples would be before the end of the month and definitely before the end of each quarter (March, June, September, December).

### Stepping Down?

If you are stepping down from your church clerk duties and will be passing the baton to someone else, please be sure to notify your Conference Clerk of this change immediately.

Be prepared to provide the new clerk's contact information to the Conference Clerk. We appreciate your service. Your ministry is highly valued!