Quick Start Manual
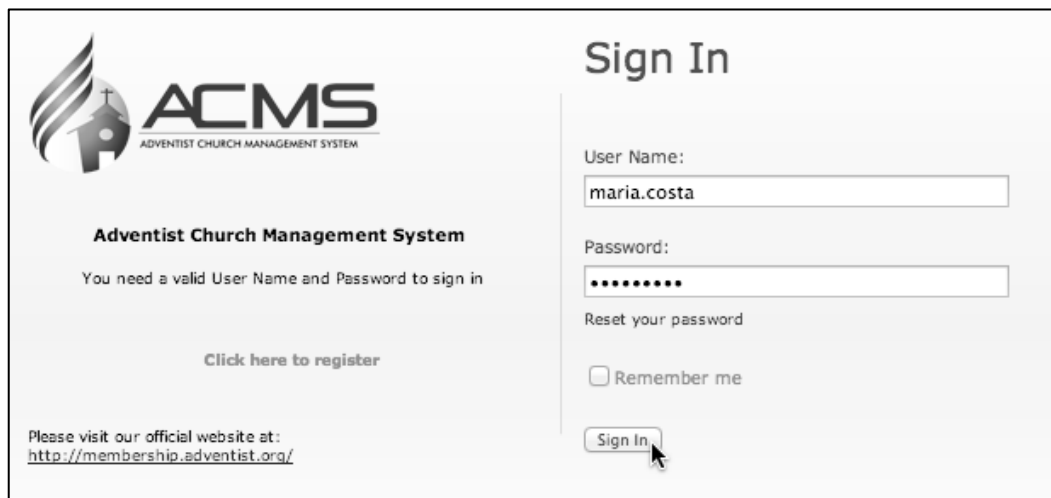# Local Church Edition

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1. INTRODUCTION

This edition of the Quick Start Manual focuses on the most basic tasks of the local church clerk within the Adventist Church Management System (ACMS). As you practice the tasks outlined in this guide, you will notice additional menu options on your computer screen that are not covered here. Try those features as well to see the additional capabilities available to you as a local church clerk. Be sure, particularly, to go to the Reports section and experiment with the options provided.

If you need assistance with the ACMS program contact your local ACMS support team. If you are not sure who your support representative is, email membership@gc.adventist.org for assistance.

2. LOGIN

Your ACMS support team will begin the process to set up a user account for you. You will receive an email message with instructions to register your account. Once your account is registered, go to http://www.acmsnet.org to log in to use the program. NOTE: Your account may automatically take you to the practice portion of the program. Once you have finished your training, your user administrator may issue you a new account for managing your church's membership records.
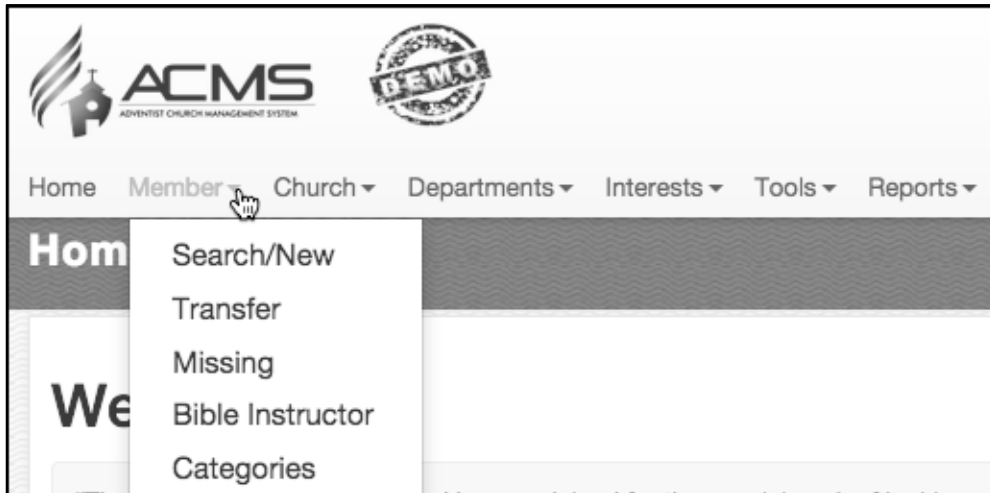
At the Sign In page, enter your username and password and click the **Sign In** button to login to ACMS:
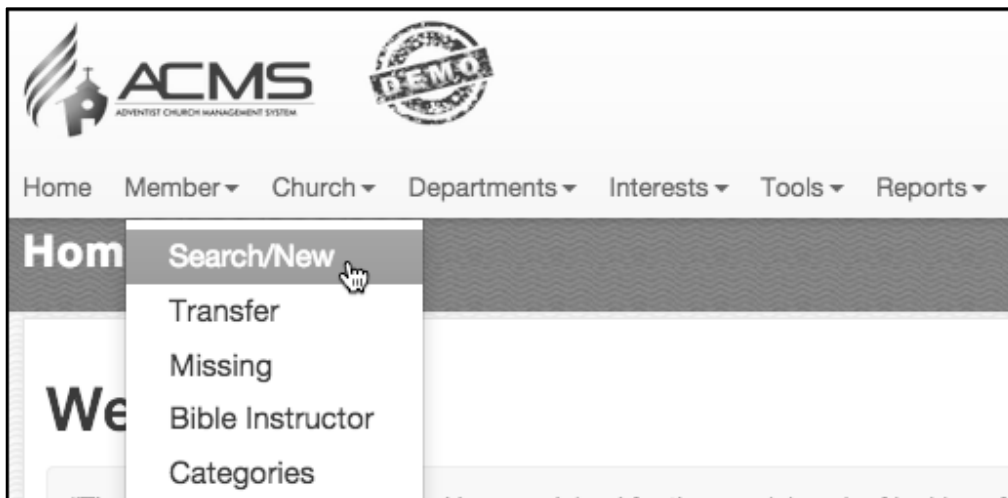
3. MEMBERSHIP MANAGEMENT

The ACMS system has been designed to facilitate the organization and management of Adventist church members at the local church. All of the member functions can be found on the **Member** menu:

3.1. New Member

Add a new member by clicking the **Search/New** option in the main **Member** menu:

Then, click the **New** button on the top right side of the screen:

On the New Member page, be sure the baptism date (date of ceremony) and last transaction dates (date voted into membership) are correct, enter the baptizing pastor, and select **Baptism** as the type of transaction. However, before we actually create the new member, we have to perform a **Search** to ensure that this member is not already a member of another congregation.

The **No phonetic search** option allows the search to run a little faster, in the event you know EXACTLY how the member's name is spelled. This might be the preferred way of searching for names with non-Latin characters (e.g. 黃健興). In the example below, we are searching for Carlos Santiago.

After clicking **Search**, a list will display of potential matches for the person you were searching for. If the person is in the displayed list, you will need to investigate further and talk with the member, pastor, or conference/mission office to determine how to handle the situation since the individual is already a church member. If the person is not in the displayed list, then click the **Not Found** button:

After clicking **Not Found**, the program will display empty Profile, Address, Contacts, Additional Information, and Member Information sections. Only Name, Last Name, Gender, Birth Date, Birth Country, and Conversion Method are required. However, fill in all of the information as completely as possible, recognizing that the more complete the information is, the more helpful the ACMS system will be in your membership ministry.

Click **Save** and a **Success** message should display at the top of your screen. If an error message displayed, make the needed corrections and click **Save** again to see if the error was resolved.

NOTE: Ask your ACMS support person for assistance in joining people together into families.

3.2. Search

Church clerks can search the member list to find a specific person. Select the **Search/New** option from the **Member** menu:

The **Search/New** screen will display:

Most often, you will be searching for active members within your own local congregation. However, if you uncheck the **Local** box, the search will check all congregations that you have access to search, and if you uncheck the **Active** box, the search will include individuals that are no longer members.

NOTE: In some conferences and missions, members are not considered Active until the conference or mission has approved the baptism the church clerk entered. So, if you are practicing in the demo site and have just added some new members and they are not showing up in your Active Member list, ask your conference/mission clerk to approve those new baptisms so they will show in the search results and other examples on the following pages. (Unchecking the "Active" box will allow you to see the person entered).

Searches can be done by the exact name or by using just a portion of the name. For example, "Carlos Santiago", "Carlos", and "%Santiago" will all find the member "Carlos Santiago". In the last example, the "%" means "I don't know the first name, but the last name is…".

NOTE: To get a list of all of your church members, do not enter a name. Just click the **Search** button and all of your members will display. The example below has all seven church members in our sample church, and the Birth Date column was clicked to sort the members by the spelling of the birthday. *(Tip: In lists like the one below, the column headings can be clicked to sort on that particular column).*

3.3. Update Member Profile

When you receive corrections to a member's profile information, such as an updated email address, mailing address, or you have a picture you would like to include, click the ✎ beside their name in the search results and their profile information will display. Enter the new information on the profile page and click "Save".

Tip: To encourage members to provide up-to-date information, print out the "Registration Forms" for your church and distribute to each member and ask that they return it with corrections. This form can be found at Reports → Member → Member Reports → Registration Form.

3.4. Removal of Members

If someone has died, or the church has voted censure, removal, or missing, click the ⇄ beside their name in the search results. Below, we are going to remove Carlos Hernandez:

Search	Member						+ New

Search

[   ] ☑ Local ☑ Active Only ☐ No phonetic search [Q Search]
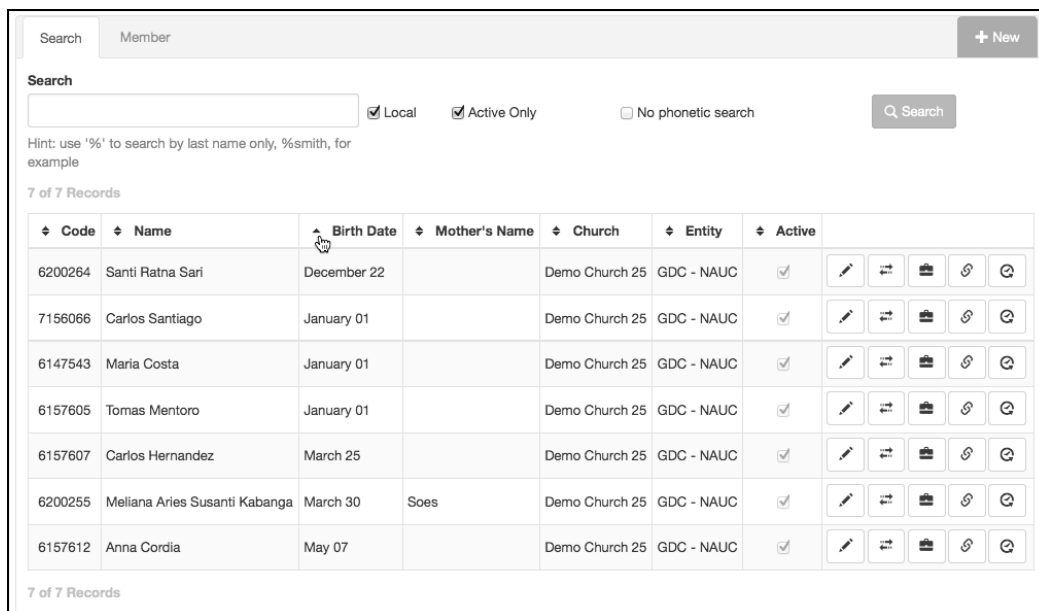
Hint: use '%' to search by last name only, %smith, for example

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⇕ Code	⇕ Name	▼ Birth Date	⇕ Mother's Name	⇕ Church	⇕ Entity	⇕ Active	
6157612	Anna Cordia	May 07		Demo Church 25	GDC - NAUC	☑	✎ ⇄ 🔗 ⟳
6200255	Meliana Aries Susanti Kabanga	March 30	Soes	Demo Church 25	GDC - NAUC	☑	✎ ⇄ 🔗 ⟳
6157607	Carlos Hernandez	March 25		Demo Church 25	GDC - NAUC	☑	✎ ⇄ 🔗 ⟳

After we click the transaction icon, another screen displays summary information about the member and gives the four transaction options:

Carlos Hernandez

Status: Active | **Church** Demo Church 25

Transaction Baptism | **Date** : 2/1/2013 | **Period** 03-2013

[History]

Change Status

[Death] [Censure] [Removal] [Missing]

Death – When a member has died, clicking on **Death** will allow the clerk to enter the date of death.
Censure and Removal (Apostasy) – Follows the guidelines set forth by Chapter 7 of the Adventist Church Manual.
Start Missing Process – Allows the church to exercise the due diligence recommended in Chapters 6 and 7 of the Adventist Church Manual regarding missing members. See Section 3.6 for more information on this process.

3.5. Transfers

Typically the process starts when the member has decided on a new church and has spoken with its clerk. You, as that receiving clerk, go into the **Transfer** section of the Member menu and click on **Transferring to our church** to start the process to have the new member join your church.

On the **Transferring to our church** tab, enter the member's home church and their name and click **Search**:

Clicking in the box to the left of the correct member and clicking **Include** starts the transfer process by sending a request for membership to the appropriate church:

The sending church will receive a notification of the request and will need to approve the transfer. They will login to ACMS and go to the **Transferring out of our church** section. They will select the approved transfer requests, enter the vote date and minute number, and click **Send**.

Your church, the receiving church, will receive notification that the member has been approved to transfer to your church and you must now vote the individual into church fellowship. Your **Transferring to our church** tab will show all transfers ready for acceptance with a status of **Sent/Granted**. After your church has completed the necessary voting, check the box by the member's name, enter the vote date and minute number and click **Accept**:


A **Success** message will display at the top of your screen if the member has been successfully transferred. If you get an error message, follow the instructions or contact your ACMS support staff for assistance.

NOTE: This process works for churches that use ACMS. For those that don't use the ACMS software, consult your ACMS support person for help with transferring members outside of ACMS.

3.6. Missing

ACMS can facilitate the task of finding absent members. By allowing church clerks to indicate members they can't find, other clerks can help locate them. To indicate that you are looking for one of your members, add that member to the "Absent Member List" to give others the opportunity to let you know where they might be. Go to the **Absent Member** section of the Member menu:
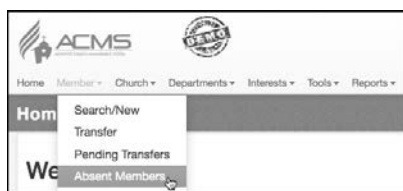
Click **Add to Absent Member List**, enter the member's name and click **Search**:

Enter the date your church initially started looking for this member as the Effective Date (this date may be the current date or you may have started looking prior to adding them to this list). The Church Manual requires that churches attempt to find members for two years prior to removing them from membership. Select the name of the member you are looking for and click **Include.** *Even if your church began looking for the member two or more years ago, ACMS requires that the member be on the missing list for a minimum of 90 days.* Check the box next to the correct member name and click the **Include** button.

Other church clerks within your local field, with the goal of helping to find the absent member, can add notes by clicking on the [icon] next to the listed name. If your member's name is in **bold** text, someone has posted a comment which you can view by clicking the same icon. When your members are found, delete them from the list by clicking [icon] .

If two years has passed since your church started looking for the member (the Effective Date), and they have been included in the Absent Member List for at least 90 days, your church can vote that the individual be removed as "Missing". Once that vote has taken place, you can check the box that will be displayed next to the person's name on this page and enter the transaction date and minute number of the vote at the bottom of the screen and click "Update":

Tip: Another way to add someone to the Absent Member List is to click the [icon] button next to their name in a member search. Then, click on the "Missing" button as shown in Section 3.4.

3.7. Duplicate Members

If you notice you have a member in your records twice, either because your church records were imported into ACMS with the duplication or you accidentally created a duplicate after starting to use ACMS, talk with your ACMS support person. They will review the situation and determine the best resolution. Do not be embarrassed; it is much better to report the duplicate and get it resolved than having inaccurate membership counts.

4. CHURCH MANAGEMENT

To look up another church's address, or to update information about your own church, go to the **Church** section in the Church menu:

Enter a church name, or portion of its name, check or uncheck the appropriate filters, and click **Search**. Click the edit icon to view the information for other churches or to edit the information for your own church:

The church page allows you to view/edit a photo of the church, the district, ethnicity, address, contact info, service times, and more.

5. CHURCH OFFICERS

When we have a complete list of members in our congregation, it is easy to indicate the church officers. Go to the **Departments** section and click on **Church Officers:**

To add a new church officer, click the **New** button on the top right side of the screen:

Enter part, or all, of the member's name and click **Search**:

Out of the list of people that matched your search, click the **Select** button next to the correct person:

Enter the effective date (starting date) and expiration date for this position (leave the end date blank if appropriate), enter the department and role, and check the **ACMS Access** box if this individual should have a user account and be able to use the online ACMS system as part of their responsibilities, and click **Save**:

Go ahead and experiment with the Tools and Reports menu options –
there are many more features available to you!