

# Annual Report of the Committee on Membership Audit

The Church Council shall appoint a committee to audit the membership record, submitting the form annually to the charge conference. (§ 231, 2012 *Book of Discipline*)

Church \_\_\_\_\_ Charge \_\_\_\_\_

District \_\_\_\_\_ Conference \_\_\_\_\_

For the period beginning \_\_\_\_\_, 20\_\_\_\_\_, and ending \_\_\_\_\_, 20\_\_\_\_\_

## I. MEMBERSHIP CHANGES

Roll (§ 230)	1. Total at Start of Period	2. Total Additions	3. Total Subtractions	4. Total at End of Period
<b>Total Baptized Membership Roll</b>				
<b>Total Professing Membership Roll</b>				
<b>Professing Members Removed by Charge Conference Action.</b> (§ 228.2.b.4) (On supplement page(s) list names.)				
<b>Constituency Roll</b> (§ 230.3) (On supplement page(s) list names.)				
<b>Affiliate Membership Roll</b> (§ 227) (On supplement page(s) list names.)				
<b>Associate Membership Roll</b> (§ 227) (On supplement page(s) list names.)				

## II. NOTATIONS AND SUGGESTED IMPROVEMENTS IN KEEPING RECORDS

The Committee on Membership Audit has examined the rolls listed on this page, has reconciled the rolls with the membership changes (by name and number) as reported by the pastor, and has found the totals displayed to be correct and the records properly kept, except as noted above.

Signed \_\_\_\_\_  
Chairperson, Committee on Membership Audit

**DEFINITION OF MEMBERSHIP** (2012 *Book of Discipline*, ¶ 215)

The membership of a local United Methodist church shall include those who have been baptized and those who have professed their faith.

1. The baptized membership of a local United Methodist church shall include all baptized people who have received Christian baptism in the local congregation or elsewhere, or whose membership has been transferred to the local United Methodist church subsequent to baptism in some other congregation.
2. The professing membership of a local United Methodist church shall include all baptized people who have come into membership by profession of faith through appropriate services of the baptismal covenant in the ritual or by transfer from other churches.
3. For statistical purposes, church membership is equated to the number of people listed on the roll of professing members.
4. All baptized or professing members of any local United Methodist church are members of the worldwide United Methodist connection and members of the church universal.

**MEMBERSHIP RECORDS** (2012 *Book of Discipline*, ¶ 230)

1. Each local church shall accurately maintain a membership record for each baptized or professing member including:
  - a) the person's name, date of birth, address, place of birth, date of baptism, officiating pastor, and sponsors;
  - b) date of confirmation/profession of faith, officiating pastor, and sponsors;
  - c) if transferred from another church, date of reception, sending church, and receiving pastor;
  - d) if transferred to another church, date of transfer, receiving church, and address of receiving church;
  - e) date of removal or withdrawal and reason;
  - f) date of restoration of professing membership and officiating pastor;
  - g) date of death, date and place of funeral/memorial, place of burial, and officiating pastor.
2. Annually, names of professing members to be removed by charge conference action shall be reported to the charge conference (¶ 228.2.b.4).
3. Constituency Roll, containing the names and addresses of such persons as are not members of the church concerned, including unbaptized children, youth and adults whose names are not on the membership record, and other nonmembers for whom the local church has pastoral responsibility.
4. Affiliate Membership Roll (¶ 227).
5. Associate Membership Roll (¶ 227).
6. In the case of a union or federated church with another denomination, the governing body of such a church may report an equal share of the total membership to each judicatory, and such membership shall be published in the minutes of each church, with a note to the effect that the report is that of a union or federated church, and with an indication of the total actual membership.

**ANNUAL MEMBERSHIP REPORT AND AUDIT** (2012 *Book of Discipline*, ¶ 231)

The pastor shall report to the charge conference annually the names of persons received into the membership of the church or churches of the pastoral charge and the names of persons removed since the last charge conference, indicating how each was received or removed. The church council shall appoint a committee to audit the membership record, submitting the report annually to the charge conference.

**PERMANENT RECORDS** (2012 *Book of Discipline*, ¶ 233)

The basic membership records in each local church shall consist of: a permanent church register and a card index, a loose-leaf book, or a membership record on an electronic information system (see ¶ 245). All baptism, membership, marriage, and funeral records are the property of the local church and cannot be sold. If the church is discontinued, these records are placed in the care of the Conference Commission on Archives and History. 1. The permanent church register shall be kept on either paper-based or electronic media. If it is on paper medium, it shall be a volume of durable material prepared by The United Methodist Publishing House. The format and content of the record forms contained in it and the manner of its binding shall be as approved

by the committee designated by the General Council on Finance and Administration (see ¶ 807.14). If on a paper medium, the names shall be recorded chronologically as each person is received into the fellowship of that church and without reference to alphabetical order. The names shall be numbered in regular numerical order, and the number of each shall appear on the corresponding card, page, or record in the card index, loose leaf, or electronic information system membership record. If it is on an electronic medium, it will not be necessary to maintain a chronological number. The number that is assigned automatically by the computer system is sufficient for this purpose. However, the electronic medium shall meet the following criteria: a) It shall contain all of the information required by the General Council on Finance and Administration. b) Conversion of the information from paper records to an electronic medium shall be followed by the complete audit to ensure the accuracy of the converted records. c) Off-site storage and electronic backup shall be maintained. 2. The card index, loose-leaf book, or electronic system membership record shall be kept on a form approved by the General Council on Finance and Administration or, in the case of electronically maintained records, shall contain the same information as required in the approved form with the exception of the sequential number. This record of membership shall be filed in alphabetical order and shall show the number appearing opposite each name on the permanent register. The pastor shall report annual to the annual conference the total professing membership of the local church as shown on the membership records. 3. When an electronic information system is used for record keeping, printout copies of the membership records and backup electronic media shall be retained in a secure off-site place (see ¶ 245).