

THE PROCESS FOR ELECTRONIC SUBMISSION OF CONNECTIONAL LAY COUNCIL MEMBERSHIPS

All that have access to a computer are encouraged to convert from using US Postal Mail and begin using the Electronic Submission process for transmitting Membership Roster(s) and Form(s) to the Connectional Lay Council office. This process should minimize time, errors, and eliminate printing hard copies in the processing of memberships.

Guidelines for Electronic Submission of Membership Roster(s) and Form(s)

I. Items Required

1. Computer with internet access
2. Current Electronic Local Church Membership Roster(s)
3. Current Electronic Membership Form (**for submitting new members only**)
4. Record of membership dues collected.

II. Guidelines for the Membership Roster(s)

1. Request Electronic copies of the *Local Church Membership Roster(s)* and *Electronic Membership Form* from the 2nd Vice President at Ebw108@windstream.net or by calling Effie B. Woodard at (919) 258-6868
2. SAVE the Local Church Membership Roster(s) and the Electronic Membership Form to your computer or electronic medium.
3. Open the Local Church Membership **Roster(s)** document. In the first column labeled **Status** use one of the following codes to indicate the membership status for **each** name listed on the Membership Roster:
 - **P** - Paid Membership- Renewal
 - **NP** - Not Paid
 - **D** - Deceased Member
 - **T** - Transferred to another AME Zion Church (include relocation information at the end of the Roster if known).
 - **X** - Delete, no longer member of local Church (names will be removed from Rosters)
4. **SAVE** the roster.
5. Send completed membership Roster(s) and the Electronic Membership form to Ebw108@windstream.net

NOTE: The Electronic Membership form is needed and should be used for reporting names of new memberships and for tallying memberships and monies submitted.

III. Electronic Membership Form

1. Open the CLC Electronic Membership Form.
 - a. Fill in the Headings:
 - Episcopal District (*name of the Episcopal District*)
 - Conference (*name of the Annual Conference*)
 - Presiding Elder District (**not the Presiding Elders name but name of district**)
 - Local Church (*name of your Church*)
 - Pastor (*name of the Pastor*)
 - Local President (*name of local church Lay Council President*)
 - b. List the names of **new members or members changing categories.** (*such as Life Member, Quadrennial Member (four year members), or Sustaining Life Member (voluntary donation).*)
 - c. Each name listed is followed by the code for the type of membership
 - (R) Regular Membership,
 - (Q) Four Year Membership
 - (L) Life Membership
 - (S) Sustaining Life Member.
 - d. Insert an **address** for each member or you may use the **local church address**.
 - e. Insert the name(s) of any deceased Life Members in the space provided.
2. Financial Summary Section:
 - a. **Complete the financial summary section to equal the check amount for each classification of the dues structure. (Check the math to make sure the correct amounts is typed on the form.)**
3. **Complete the following: (It's very important the we are able to reach you with questions)**
 - a. Local Contact Person: Name, Address, Email Address, Telephone Number, & Date
 - b. Check spelling of names to ensure that names are spelled correctly.
 - c. **SAVE** the form.
4. E-mail completed Electronic Membership form to Ebwl08@windstream.net

IV. Distribution of Roster(s) and Form

1. Retain a printed copy of the Membership Roster(s) and Form for the Local Church.
2. Provide the appropriate copies to District & Conference Membership Chairperson along with the appropriate financial obligations required.

V. Connectional Processing of Memberships

1. Payment for Membership dues must be received in the CLC office within five business days of electronic submission of Roster(s) and Membership Form.
2. If not received within five business days, the Contact Person will receive a reminder via email, telephone call, or letter from the Connectional Lay Council Office Assistant.
3. Memberships **will not** be processed until full payment is received in the office.
4. Upon receipt of check or money order, the funds will be reconciled with Membership Roster(s)/Form and then memberships will be processed.

VI. Use of the US Postal Service

Churches may continue to send edited hard copies of Local Church Membership Roster(s) and Membership Forms with check or money order via mail to the Connectional Lay Council Office.