



Community of Christ

GREATER PACIFIC NORTHWEST USA MISSION CENTER

Congregational Recorder Guidelines

The Congregational Recorder fills a vital function in the life of a Community of Christ congregation. The Recorder is the record-keeper for the members and friends of the congregation. The Recorder collects information about Life Events, as well as changes of contact and personal information, and transmits it to the Mission Center Membership Services Administrator for the Community of Christ database. The Recorder can also generate or request reports to assist in accurate recordkeeping and communications within the congregation.

Common Terms

Here are some common terms used in the recording function, which will help you in your communications with the Mission Center Membership Services Administrator, other Recorders, and World Church Membership Records:

- **Shelby:** The World Church database used to house all Member and Friend information
- **Friend:** The term used in Shelby to identify non-member attendees, visitors, and guests
- **Membership Number:** Formerly referred to as “Baptismal Number” OR “Register Number,” this is the number assigned when a person becomes a Member of Community of Christ, through the sacrament of Confirmation
- **Shelby Number:** The database number assigned to each Shelby record. One person may have several Shelby records, each with a different Shelby number – NOT the same as Membership Number
- **Life Event:** Includes blessing, baptism, confirmation, ordination, marriage, divorce, and death. Other Life Events include Superannuation, Priesthood Release or Inactive, and Silence, but the World Church Recorder records these

Reporting Life Events

Please include as much information as possible when reporting Life Events. While a birth is not considered a Life Event for recording purposes, it does prompt the early creation of the Shelby record for that child. A baby blessing, baptism, or marriage to someone who is not a current Member or Friend also may prompt creation of a Shelby record. Whenever a Shelby record is created, it is helpful to include that person’s birthdate, parents’ names (if a child), birthplace, and as much information as you can get. Following are all Life Events and the minimum required information:

- **Address Change:** Full name (first/middle/last), Complete new address, Whether address is changing for whole family
- **Baby Blessing:** Full name (first/middle/last), Birth date, Parents’ names (when entering a child), Address, Full name of officiants, Date of blessing, Place of blessing
- **Baptism and Confirmation:** Full name (first/middle/last), Birth date, Parents’ names (when entering a child), Address, Full name of officiants, Date of baptism and confirmation, Place of baptism and confirmation
- **Death:** Full name, Date of death, Place of death
- **Divorce, End, and Termination:** Full name (first/middle/last), Birth date, Address, Divorce/End/Termination date, New last name if last name is changing
- **Friend:** Full name, Address
- **Legal Name Change:** Previous full name (first/middle/last), New full name (first/middle/last), Nickname if used, Effective date if court ordered
- **Marriage, Legal Relationship, Covenant-Commitment, and Civil Union:** Full name (first/middle/last), Birth date, Address, Union date, New last name if it is changing
- **Non-Member Parent:** Full name, Date of birth, Address, Gender
- **Ordination:** Full name (first/middle/last), Address, Full name of officiants, Date of ordination, Place of ordination
- **Transfer:** Name, Membership Number or Shelby Number, Location/congregation transferring from - transfers can be made FROM another mission center/congregation, or within the GPNW Mission Center, but we cannot transfer someone OUT of the GPNW Mission Center



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Transmitting Information

Please transmit information to the Mission Center Membership Services Administrator in one of the following ways:

- **Email:** the preferred method, provides easy retrieval and storage of data if questions or follow up are needed
- **Membership Records Worksheet:** Download this form, fill it out, and mail, fax or scan/email it to the Mission Center Membership Services Administrator. Find it at <http://www.cofchrist.org/common/cms/resources/Documents/Membership-Records-Worksheet.pdf>
- **Phone:** Call the Mission Center Membership Services Administrator directly if necessary

For those Recorders who use Shelby, please refer to the Community of Christ online documents

www.cofchrist.org/common/cms/resources/Documents/recorders-hints-tips.pdf and

<http://www.cofchrist.org/common/cms/resources/Documents/Shelby-User-Guide-2016.PDF> for refreshers and tips on entering information in Shelby, and never hesitate to contact the Mission Center Membership Services Administrator if you have questions, need assistance, or would like information recorded for you.

Reports

Please review a complete list of your congregation's regular attendees (both Members and Friends) on a regular basis (usually annually). The Mission Center Membership Services Administrator can generate a report for you. There are a number of different formats available that can be transmitted in PDF or Excel. When requesting a report, include what information you wish the report to contain and in what format you prefer to receive it. (Remember, PDF documents cannot normally be edited, whereas Excel spreadsheets can be edited, sorted, and used for creating labels and lists as needed.) Use these reports to update Member/Friend information.

Thank you for taking on this important role in your congregation.

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