

MEMBERSHIP AUDIT REPORT

Membership Definitions:

The 2004 General Conference redefined membership in the United Methodist Church. It abolished the old classifications – Full Members and Preparatory Members – and replaced them with new ones: **Professing Members** and **Baptized Members**.

- **Baptized member:** A baptized member is a person who has received the sacrament of baptism in a United Methodist Church or has received Christian baptism in another denomination and later transferred to a United Methodist Church.
 - **Professing member:** A professing member is a baptized person who has taken vows declaring the Christian faith.
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- Many current church management software programs can be modified with the new terminology and the needed information fields to keep these records digitally, making record-keeping quick and efficient.
 - Is a membership audit required?
An annual membership audit is required by the *Discipline*. The pastor is responsible for ensuring that all membership records are accurate and up to date. This report covers the period from the last church conference to the present church conference. (*Discipline*, 340.3.b.6).
 - The new *2009-2012 United Methodist Membership Records Manual* from Cokesbury, developed by the General Council on Finance and Administration, may be helpful in collecting the data. Available from Cokesbury for \$12.
 - Each church is also to maintain a Constituency Roll with the names and addresses of nonmembers for whom it has pastoral responsibility. This includes children.
 - All professing and baptized members should have an individual “Record of Faith Journey.” Many churches have members complete their own forms with the pastoral staff. It is a way of starting conversation – and completing paperwork.

MEMBERSHIP REPORT

Membership (Last Church Conference) _____
Total Members Received _____
Total Members Removed _____
Total Membership as of _____ _____

T – Transfer
OD – Other Denomination
PF – Profession of Faith
R – Restored

CC – Church Conference Actions
WD – Withdrawal
WC – Withdrawal Under Charges
D – Death

PROFESSING MEMBERS RECEIVED

PROFESSING MEMBERS REMOVED

Name	Date	How Rec'd?	Name	Date	How Removed?
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BAPTISMS (All Ages)

Name	Date	How Rec'd?	B – Baptized
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P – Professing

INACTIVE MEMBERS

3 Years
(list by name)

2 Years
(list by name)

1 Year
(list by name)

Contact Efforts

- * Letter Returned Unable to Deliver
- ** No Response
- WD** Withdrawal

Membership Secretary's Signature

Pastor's Signature

Date

Date