



ACMS
ADVENTIST CHURCH MANAGEMENT SYSTEM

Quick Start Manual Local Church Edition

General Conference of Seventh-day Adventists

DOCUMENT RELEASE NOTES

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**1 - Expanded explanation*

2 - Minor text changes

3 - Updated image

4 - New section

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1. INTRODUCTION

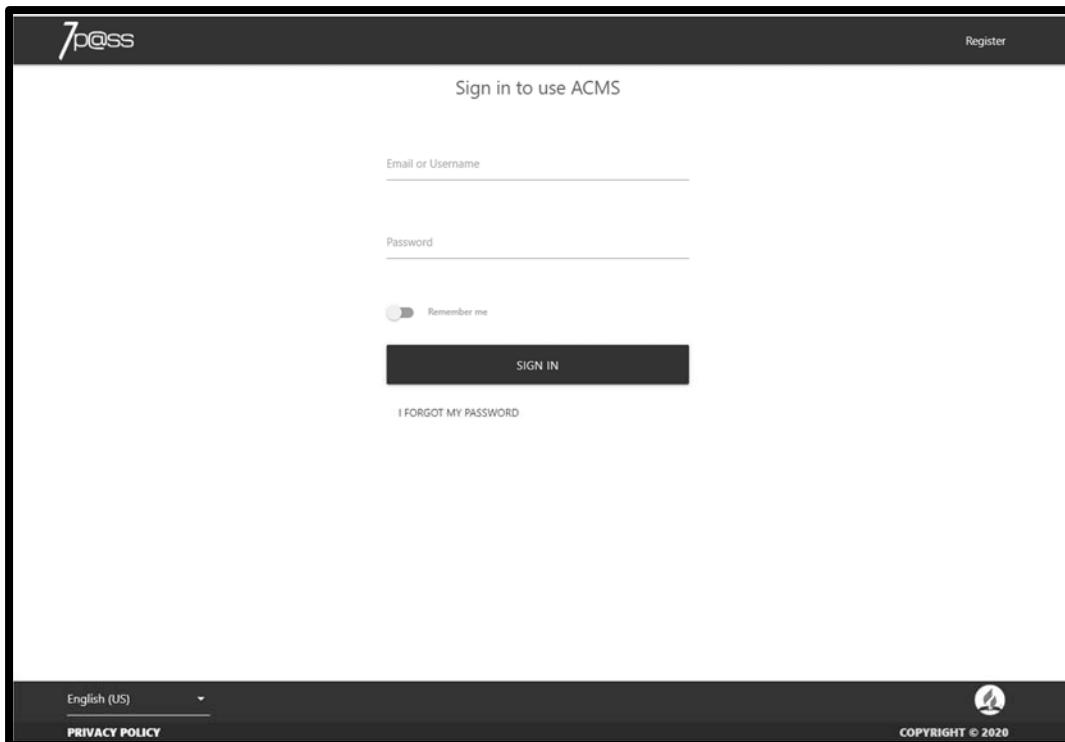
This edition of the Quick Start Manual focuses on the most basic tasks of the local church clerk within the Adventist Church Management System (ACMS). As you practice the tasks outlined in this guide, you will notice additional menu options on your computer screen that are not covered here. Try those 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.

2. LOGIN

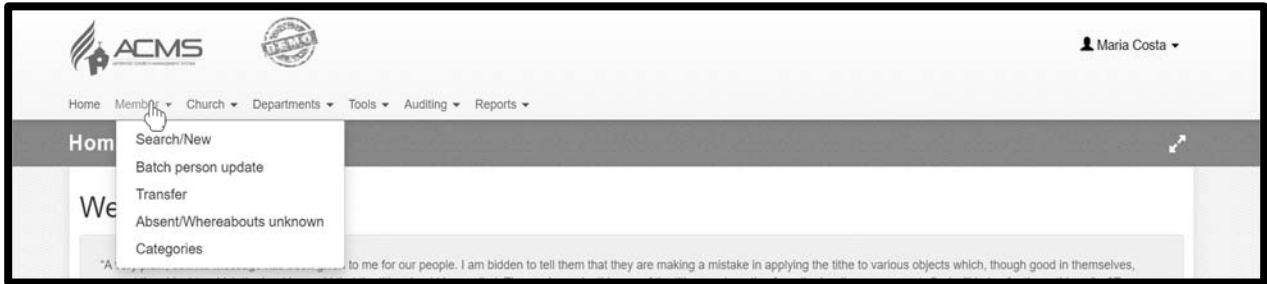
Your local ACMS support team will begin the process to set up a user account for you. You will receive an email message with instructions to register your account (be sure to check your spam/junk folders if you do not see the message). Once your account is registered, go to <http://www.acmsnet.org> to 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 actual membership records.

At the Sign In page, enter your username and password and click the **Sign In** button to login to ACMS:



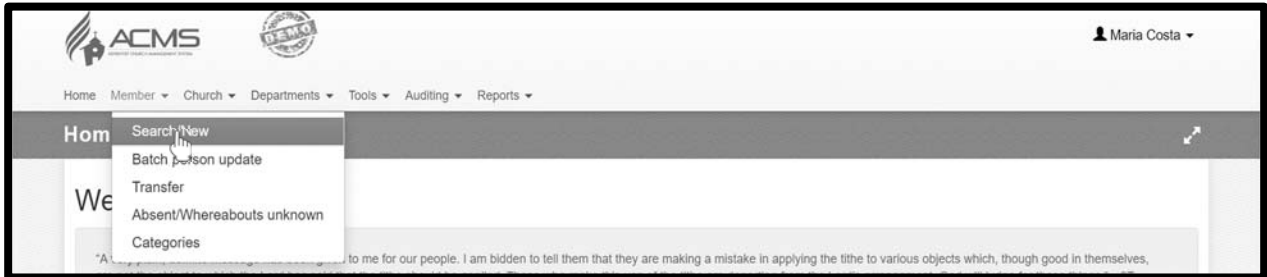
3. MEMBERSHIP MANAGEMENT

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

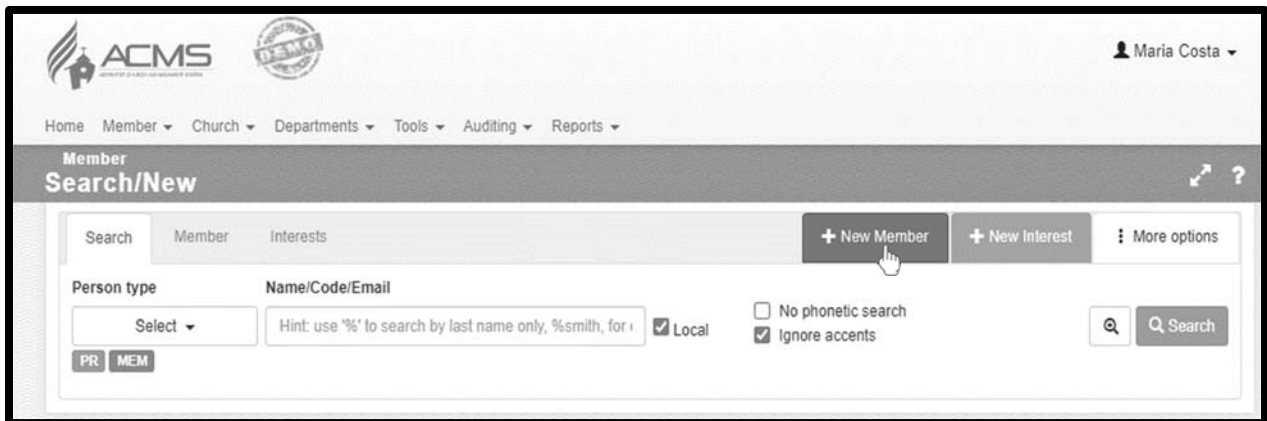


3.1. New Member

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

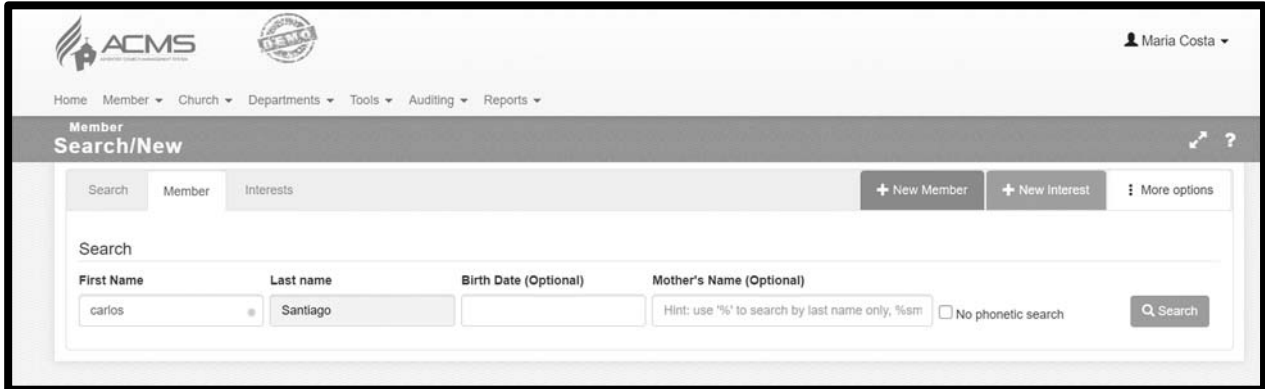


Then, click the **New Member** button on the top right side of the screen:



Notice that, before we actually create the new member, the first step is 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:



The screenshot shows the ACMS Member Search/New interface. At the top, there is a navigation bar with 'Home', 'Member', 'Church', 'Departments', 'Tools', 'Auditing', and 'Reports'. Below this is a 'Member Search/New' section with tabs for 'Search', 'Member', and 'Interests'. There are buttons for '+ New Member', '+ New Interest', and 'More options'. The search form has fields for 'First Name' (containing 'carlos'), 'Last name' (containing 'Santiago'), 'Birth Date (Optional)', and 'Mother's Name (Optional)'. A hint says 'Hint: use '%' to search by last name only, %sm'. There is a 'No phonetic search' checkbox which is checked, and a 'Search' button.

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—and is a member, as shown by the MEM indicator—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. **NOTE:** *If you are practicing and entering a name used by other people practicing as well, such as Carlos Santiago, you will probably see several entries in this window. For practice purposes, go ahead and click the **Not Found** button to proceed with the training exercises:*



The screenshot shows a 'Person Search' dialog box. It has a title bar with 'Person Search' and a close button. The main area is empty. At the bottom right, there are two buttons: 'Not found' and 'Close'. A mouse cursor is pointing at the 'Not found' button.

After clicking **Not Found**, the program will display a member profile page with several sections and fields based on the configurations for your conference/mission. Only a few fields are required (indicated by *). 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. For each Ceremony Type there are two dates. Ceremony date is when the ceremony took place. Date is when the congregation voted the person in a member:

Member
Search/New
↗

Search
Member
Interests

+ New Member
+ New Interest

Search

Full Name

Birth Date (Optional)

Mother's Name (Optional)

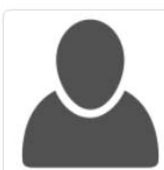
No phonetic search
 🔍 Search

🏛️ Ceremony

Type	Date	Ceremony date	Minute Number	Special Minute Number
<input type="text" value="Baptism"/>	<input type="text" value="2/17/2018"/>	<input type="text" value="2/10/2018"/>	<input type="text" value="1234"/>	<input type="text"/>

Place	Baptized by	First Bible Instructor	Second Bible Instructor
<input type="text" value="Demo Church 25"/>	<input type="text" value="Pedro Perez"/>	<input type="text"/>	<input type="text"/>

👤 Personal data

Code	Name	Last name	Full Name	
<input type="text"/>	<input type="text" value="Carlos"/>	<input type="text" value="Santiago"/>	<input type="text" value="Carlos Santiago"/>	<div style="border: 1px solid #ccc; padding: 10px; width: 100px; height: 100px; background-color: #ddd; margin: 0 auto;">  </div> <div style="text-align: center; margin-top: 5px;"> 📷 Upload image </div>
Gender	Birth Date	Birth Country	Birth Place	
<input type="text" value="Male"/>	<input type="text" value="1/1/1990"/>	<input type="text" value="Brazil"/>	<input type="text"/>	

Known as	Mother's Name	Father's Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

📍 Street Address

Address	Address line 2
<input type="text" value="Jardim Rezek II"/>	<input type="text"/>

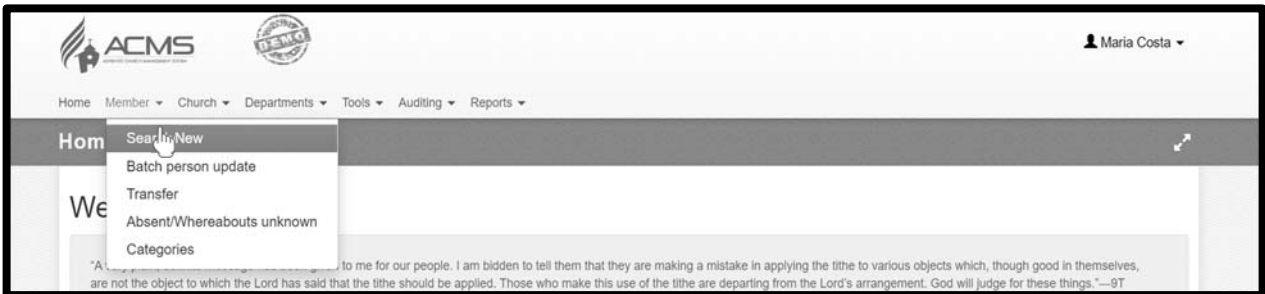
Postal code	Country	City	
<input type="text" value="13160-000"/>	<input type="text" value="Brazil"/>	<input type="text" value="Artur Nogueira-SP"/>	<input type="text"/>

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:

The screenshot shows a form for updating a member's contact information. It includes fields for Phone, Mobile Phone (with the value 55 (19) 3877-9000), Business, and Email (with the value carlos_santiagoSDA@gmail.com). Below these are sections for 'Additional Information' with dropdowns for Document, Document ID, Other, Education, and Occupation. There is also a 'Marital Status' dropdown and a 'Tags' field. The 'Member Information' section contains dropdowns for Previous Religion, Category, and Ethnicity, and another set for Primary and Secondary Conversion Methods. A 'Save' button is located at the bottom left.

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 (**NOTE: if you have been adding new members, the **Member** tab may be highlighted; click the **Search** tab to highlight it**):

The screenshot shows the 'Search/New' screen in the ACMS system. It features a search bar with a 'Search' button. Below the search bar are input fields for 'First Name', 'Last name', 'Birth Date (Optional)', and 'Mother's Name (Optional)'. There are also hints for using wildcards like '%' and a checkbox for 'No phonetic search'. The 'Search' button is on the right. The 'Member' tab is highlighted in the navigation bar, and there are buttons for '+ New Member', '+ New Interest', and 'More options'.

Most often, you will be searching for active members within your own local congregation. However, if you click in the **Person type** box you can select options that will allow you to search for interests and individuals who are no longer members of the church.

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.

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...”.

The screenshot shows the ACMS Member Search/New interface. At the top, there are navigation menus for Home, Member, Church, Departments, Tools, Auditing, and Reports. The user is logged in as Maria Costa. The search results are displayed in a table with the following data:


Type	Code	First Name	Last Name	Birth Date	Mother's Name	Church	Entity
MEM	12519333	Carlos	Santiago	1/1/1990		Demo Church 25	GDC - NAUC

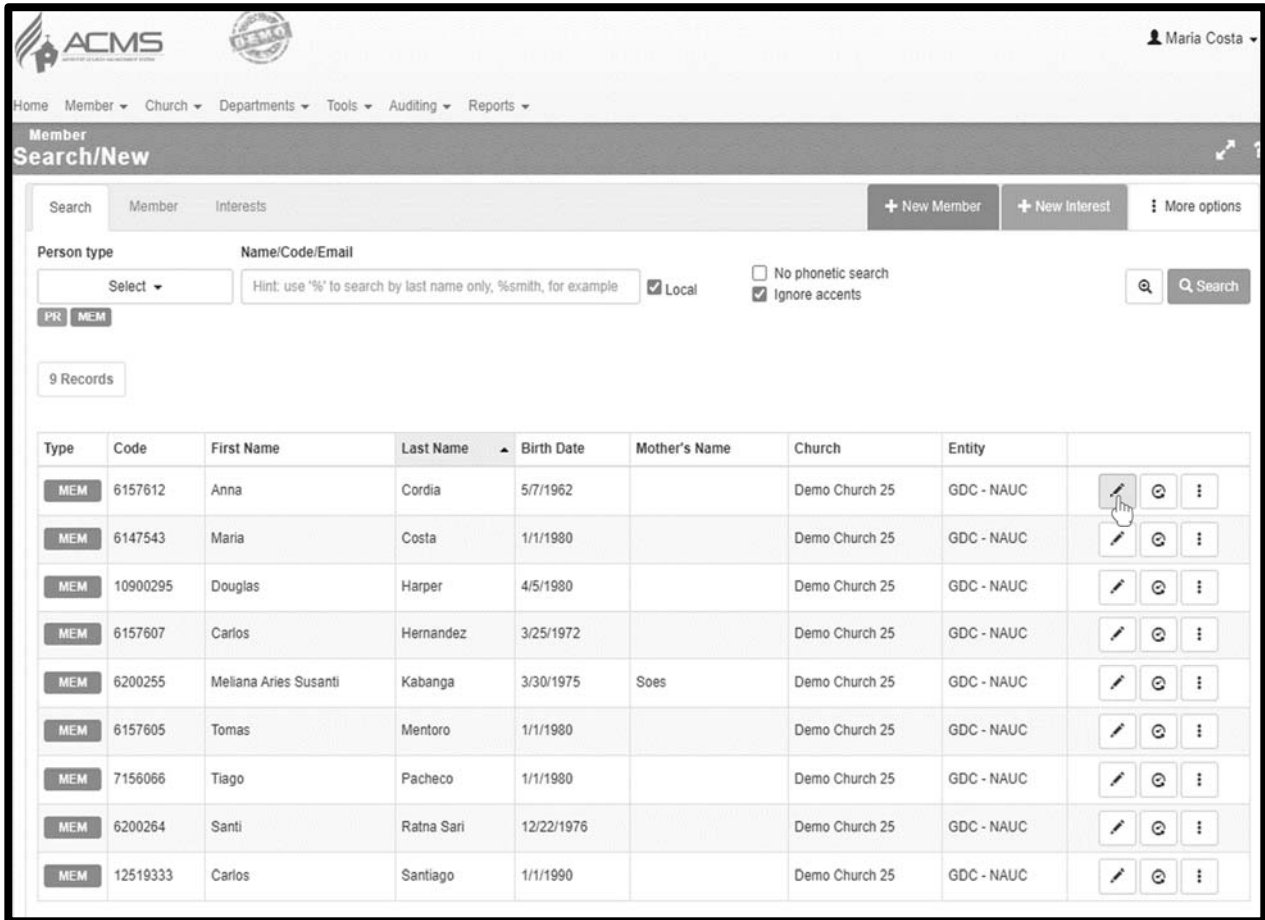
NOTE: To get a list of all of your church members, do not enter a name. Just click the **Search** button and all of your members will display. The example below has all nine church members in our sample church. (Tip: In lists like the one below, the column headings can be clicked to sort on that particular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

The screenshot shows the ACMS Member Search/New interface. At the top, there are navigation menus for Home, Member, Church, Departments, Tools, Auditing, and Reports. The user is logged in as Maria Costa. The main section is titled "Member Search/New" and includes a search bar with a "Search" button. Below the search bar, there are options for "Person type" (MEM), "Name/Code/Email" (with a hint: "use '%' to search by last name only, %smith, for example"), and checkboxes for "Local", "No phonetic search", and "Ignore accents". A "9 Records" indicator is shown above the table.

Type	Code	First Name	Last Name	Birth Date	Mother's Name	Church	Entity	
MEM	6157612	Anna	Cordia	5/7/1962		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More]
MEM	6147543	Maria	Costa	1/1/1980		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More]
MEM	10900295	Douglas	Harper	4/5/1980		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More]
MEM	6157607	Carlos	Hernandez	3/25/1972		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More]
MEM	6200255	Meliana Aries Susanti	Kabanga	3/30/1975	Soes	Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More]
MEM	6157605	Tomas	Mentoro	1/1/1980		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More]
MEM	7156066	Tiago	Pacheco	1/1/1980		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More]
MEM	6200264	Santi	Ratna Sari	12/22/1976		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More]
MEM	12519333	Carlos	Santiago	1/1/1990		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More]

3.3. Update Member Profile




























When you receive corrections to a member’s profile information, such as an updated email address, street 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 the **Save** button:



The screenshot shows the ACMS Member Search/New interface. At the top, there is a navigation menu with options: Home, Member, Church, Departments, Tools, Auditing, Reports. The user is logged in as Maria Costa. The main heading is "Member Search/New". Below this, there are tabs for "Search", "Member", and "Interests". There are buttons for "+ New Member", "+ New Interest", and "More options".

The search criteria section includes a "Person type" dropdown set to "MEM", a "Name/Code/Email" search box with a hint: "Hint: use '%' to search by last name only, %smith, for example", and checkboxes for "Local", "No phonetic search", and "Ignore accents". A search button is present.

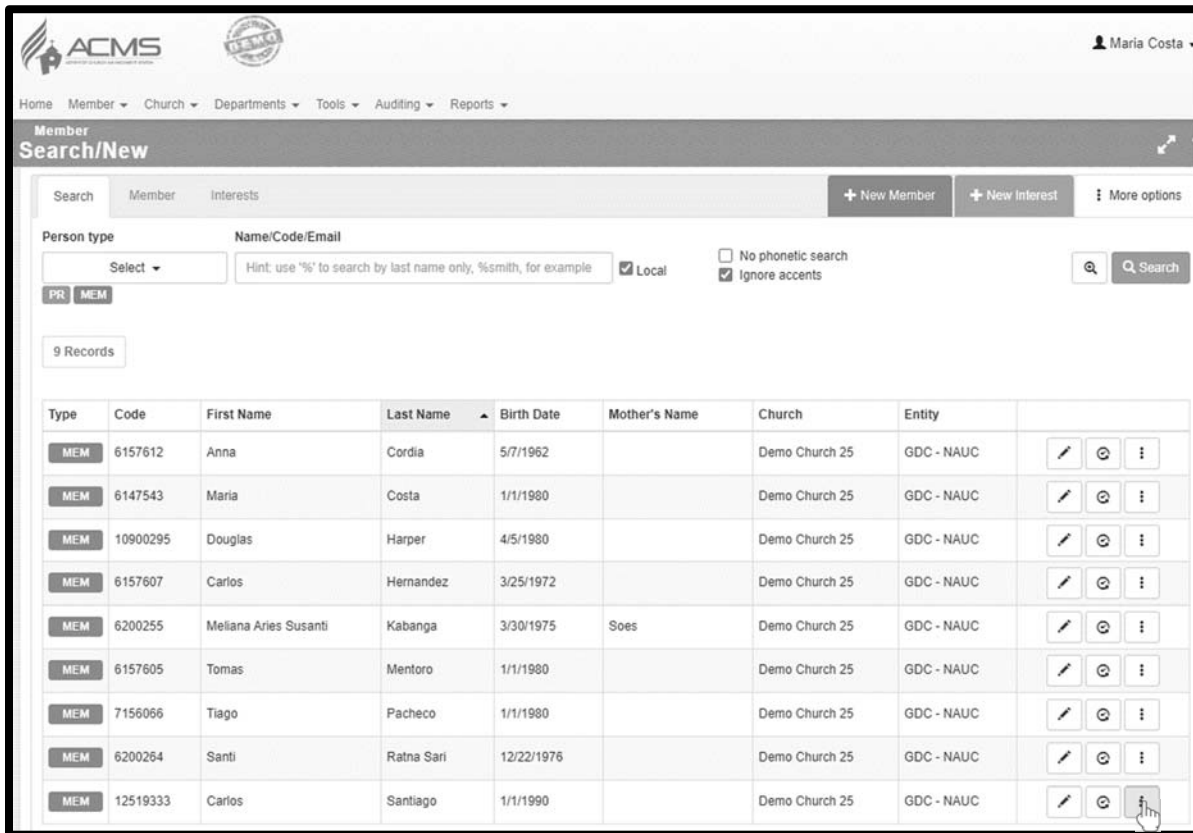
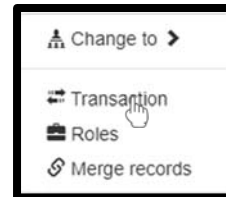
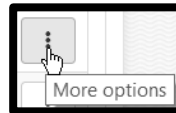
Below the search criteria, it indicates "9 Records". A table displays the search results with the following columns: Type, Code, First Name, Last Name, Birth Date, Mother's Name, Church, and Entity. Each row has a pencil icon for editing, a circular refresh icon, and a vertical ellipsis for more options.

Type	Code	First Name	Last Name	Birth Date	Mother's Name	Church	Entity	
MEM	6157612	Anna	Cordia	5/7/1962		Demo Church 25	GDC - NAUC	  
MEM	6147543	Maria	Costa	1/1/1980		Demo Church 25	GDC - NAUC	  
MEM	10900295	Douglas	Harper	4/5/1980		Demo Church 25	GDC - NAUC	  
MEM	6157607	Carlos	Hernandez	3/25/1972		Demo Church 25	GDC - NAUC	  
MEM	6200255	Meliana Aries Susanti	Kabanga	3/30/1975	Soes	Demo Church 25	GDC - NAUC	  
MEM	6157605	Tomas	Mentoro	1/1/1980		Demo Church 25	GDC - NAUC	  
MEM	7156066	Tiago	Pacheco	1/1/1980		Demo Church 25	GDC - NAUC	  
MEM	6200264	Santi	Ratna Sari	12/22/1976		Demo Church 25	GDC - NAUC	  
MEM	12519333	Carlos	Santiago	1/1/1990		Demo Church 25	GDC - NAUC	  

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 → Registration Form.

3.4. Removal of Members

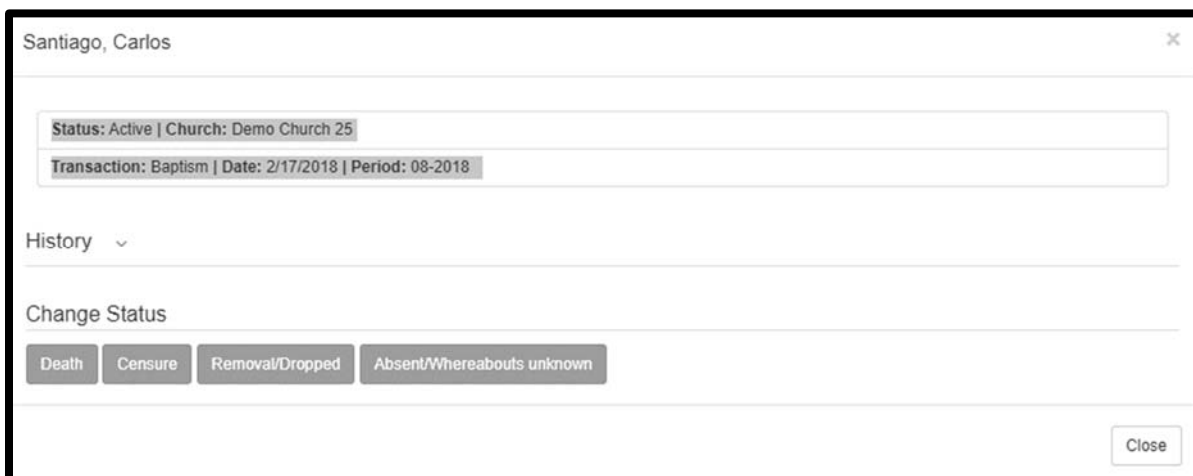
If someone has died, or the church has voted censure or removal, click the **More options** button beside their name and then click **Transaction**. Below, we are going to remove Carlos Santiago:



The screenshot shows the ACMS Member Search/New interface. At the top, there are navigation tabs for Home, Member, Church, Departments, Tools, Auditing, and Reports. Below this is a search bar with a dropdown menu for 'Person type' and a text input for 'Name/Code/Email'. There are also checkboxes for 'Local', 'No phonetic search', and 'Ignore accents'. A search button is on the right. Below the search bar, there is a table with 9 records. The table has columns for Type, Code, First Name, Last Name, Birth Date, Mother's Name, Church, and Entity. The last record in the table is Carlos Santiago, with Code 12519333, Birth Date 1/1/1990, and Church Demo Church 25. To the right of each record is a 'More options' button (three vertical dots). A mouse cursor is pointing at the 'More options' button for Carlos Santiago.

Type	Code	First Name	Last Name	Birth Date	Mother's Name	Church	Entity	
MEM	6157612	Anna	Cordia	5/7/1962		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More options]
MEM	6147543	Maria	Costa	1/1/1980		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More options]
MEM	10900295	Douglas	Harper	4/5/1980		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More options]
MEM	6157607	Carlos	Hernandez	3/25/1972		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More options]
MEM	6200255	Meliana Aries Susanti	Kabanga	3/30/1975	Soes	Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More options]
MEM	6157605	Tomas	Mentoro	1/1/1980		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More options]
MEM	7156066	Tiago	Pacheco	1/1/1980		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More options]
MEM	6200264	Santi	Ratna Sari	12/22/1976		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More options]
MEM	12519333	Carlos	Santiago	1/1/1990		Demo Church 25	GDC - NAUC	[Edit] [Refresh] [More options]

After we click **Transaction**, another screen displays summary information about the member and gives the available transaction options:



The screenshot shows the member summary screen for Carlos Santiago. At the top, it says 'Santiago, Carlos'. Below this, there are two summary boxes: 'Status: Active | Church: Demo Church 25' and 'Transaction: Baptism | Date: 2/17/2018 | Period: 08-2018'. Below these is a 'History' section with a dropdown arrow. Underneath is a 'Change Status' section with four buttons: 'Death', 'Censure', 'Removal/Dropped', and 'Absent/Whereabouts unknown'. A 'Close' button is at the bottom right.

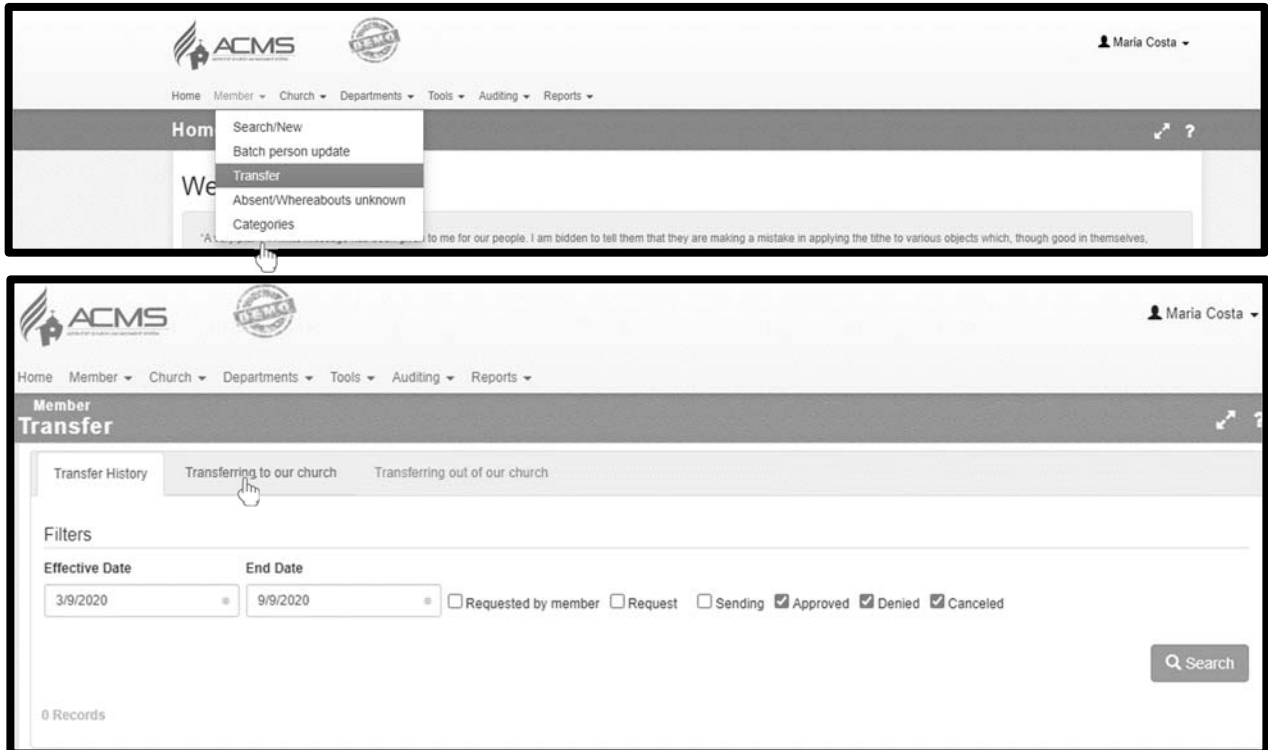
Death – When a member has died, clicking on **Death** will allow the clerk to enter the date of death.


Censure and Removal – Follows the guidelines set forth by Chapter 7 of the Adventist Church Manual.

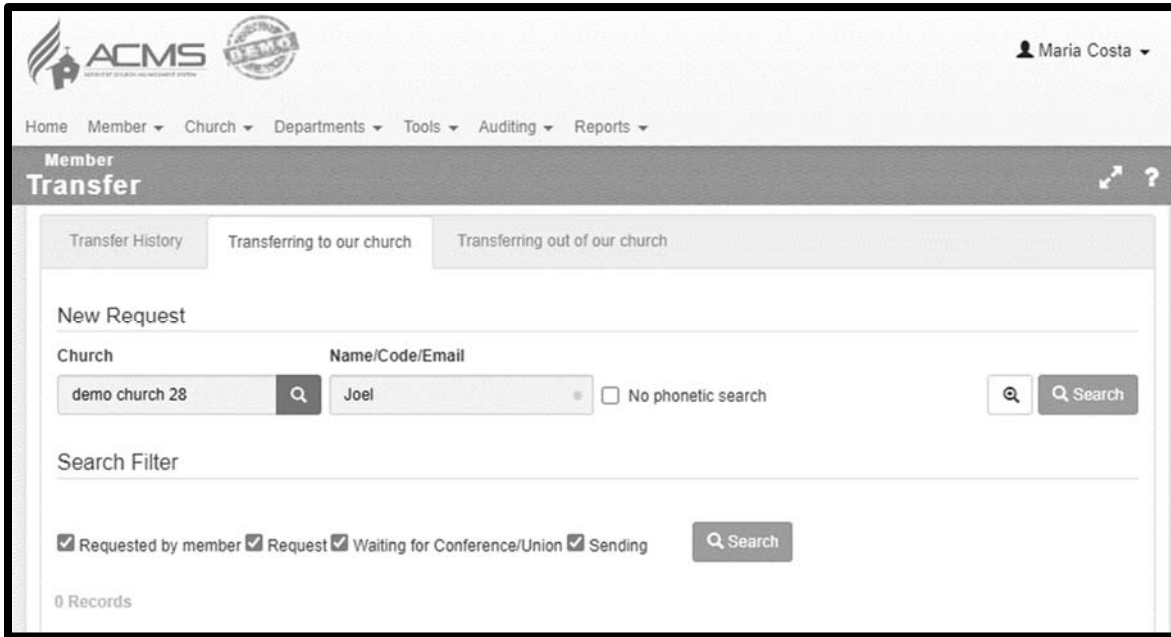
Absent/Whereabouts unknown – Used to start the Missing process. Allows the church to exercise the due diligence recommended in Chapters 6 and 7 of the Adventist Church Manual regarding missing members. See Section 3.6 for more information on this process.

3.5. Transfers

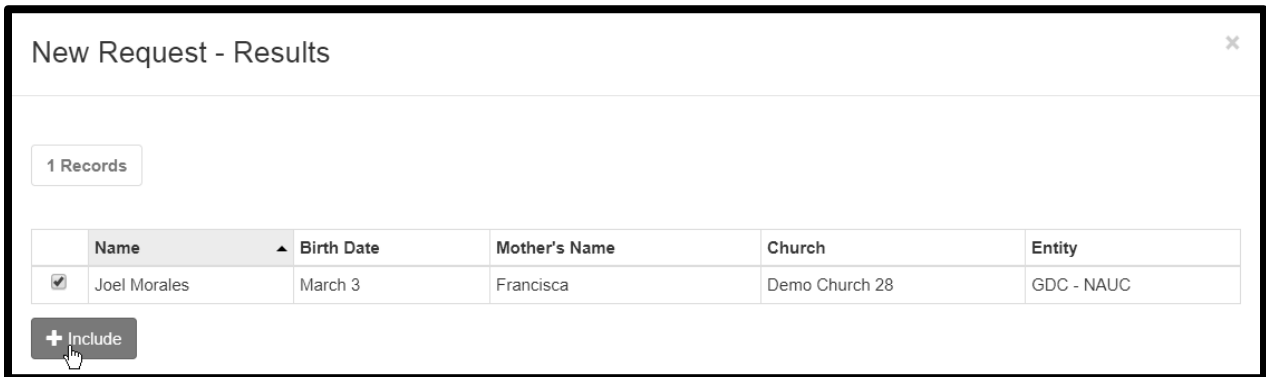
Typically, the process starts when the member has decided on a new church and has spoken with its clerk. You, as that receiving clerk, go into the **Transfer** section of the **Member** menu and, if necessary, click on **Transferring to our church** to start the process to have the new member join your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



On the **Transferring to our church** tab, enter the member's home church in the **Church** field and click the  icon. This will bring up a separate screen where you can click **Select** next to the member's church. Then, enter the member's 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:



	Name	Birth Date	Mother's Name	Church	Entity
<input checked="" type="checkbox"/>	Joel Morales	March 3	Francisca	Demo Church 28	GDC - NAUC

The sending church will receive an email 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 an email 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**:

The screenshot shows the ACMS interface for transferring a member. At the top, there are three tabs: 'Transfer History', 'Transferring to our church' (which is selected), and 'Transferring out of our church'. Below the tabs is a 'New Request' section with input fields for 'Church', 'Name', and 'Birth Date', along with a 'Search' button and a 'No phonetic search' checkbox. Below that is a 'Search Filter' section with checkboxes for 'Requested by member', 'Request', 'Waiting for Conference', and 'Sending', each with a 'Search' button. A table below shows '1 Records' with the following data:

	Name	Birth Date	Sending Church	Status	
<input checked="" type="checkbox"/>	Joel Morales	3/3/1963	Demo Church 28 - Ikeq	Sent/Granted	

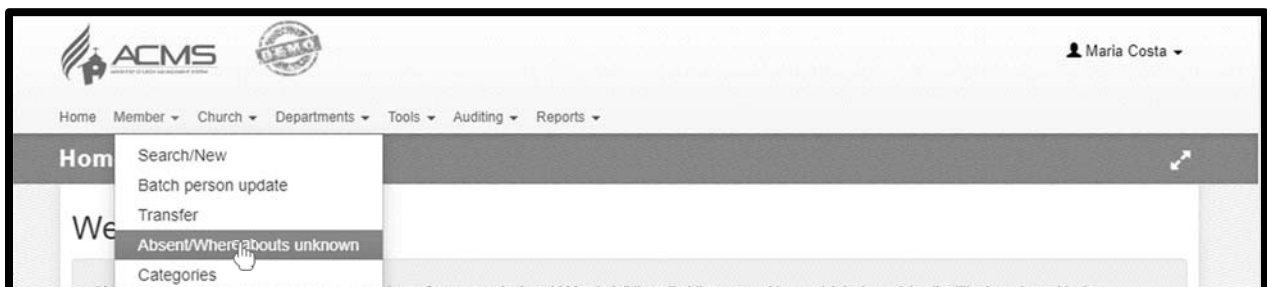
Below the table is a 'Vote date for selected members' section with input fields for 'Vote date' (2/15/2018) and 'Minute Number' (1111), and an 'Accept' button. At the bottom, there are checkboxes for 'Transfer outside of ACMS' and 'Requested by member'.

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 churches that don’t use the ACMS software, consult your ACMS support person for help with initiating the transfer process for members outside of ACMS. This is covered in section 6, **Off-System Transfers (with Non-ACMS Churches)**.

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/Whereabouts unknown** section of the Member menu:



Click the **Add to Absent Member List**:

Member
Absent Members

+ Add to Absent Member List

Search

Entity: Demo Church 25

Name: |

Waiting Church Company

> 2 years

Search

0 Records

Enter the member's name and click **Search**:

Search

Name: Anna

Birth Date:

Mother's Name:

No phonetic search

Search

0 Records

Close

Check the box next to the correct member name and 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) and then click **Include**. The Church Manual requires that churches attempt to find members for two years prior to removing them from membership. **Even if your church began looking for the member two or more years ago, ACMS requires that the member be on the absent member list for a minimum of 90 days.**

Search
✕

Name

Birth Date

Mother's Name



No phonetic search

1 Records

Results

	Name	Birth Date	Mother's Name	Church	Entity
<input checked="" type="checkbox"/>	Anna Cordia	5/7/1962		Demo Church 25	Greenland Demo Conference Northern Atlantic Demo Union

Effective Date

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  :

Search
✕

Entity

Name

Waiting
 > 2 years

Church
 Company

13 Records

Picture	Member	Church	Effective Date	Listed	Locked Until	
	Adi Sulistiono	Demo Church 02 - GDC	3/14/2015	3/14/2015	3/14/2017	
	Amos Yanto	Demo Church 11 - GDC	4/2/2014	4/2/2014	7/1/2014	
	Anna Cordia	Demo Church 25 - GDC	1/11/2016	2/15/2018	5/16/2018	

If two years have 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**:

+ Add to Absent Member List


Search

Entity: Demo Church 11 Name:

Waiting Church
 > 2 years Company

Q Search


1 Records

	Picture	Member	Church	Effective Date	Listed	Locked Until	
<input checked="" type="checkbox"/>		Amos Yanto	Demo Church 11 - GDC	4/2/2014	4/2/2014	7/1/2014	🗨 ✎ 🗑

Remove Missing

Transaction Date: Minute Number:

Update

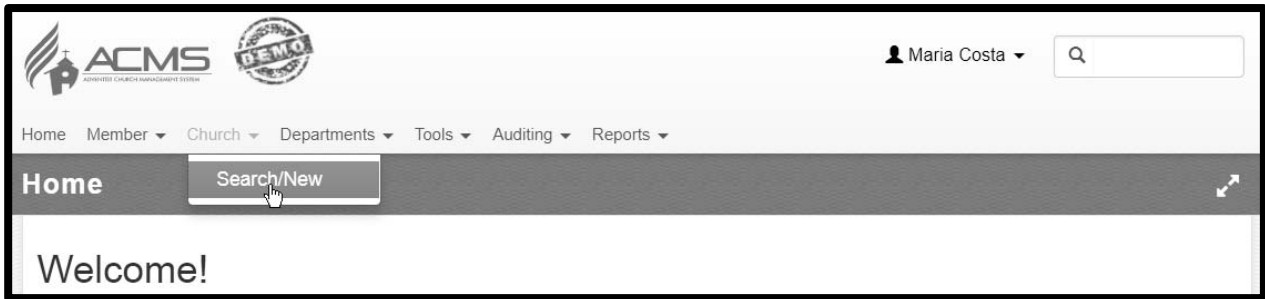
Tip: Another way to add someone to the Absent Member List is to click the **More options** icon next to their name in a member search and then click the  button. Then, click on the **Absent/Missing** button as shown in Section 3.4.

3.7. Duplicate Members

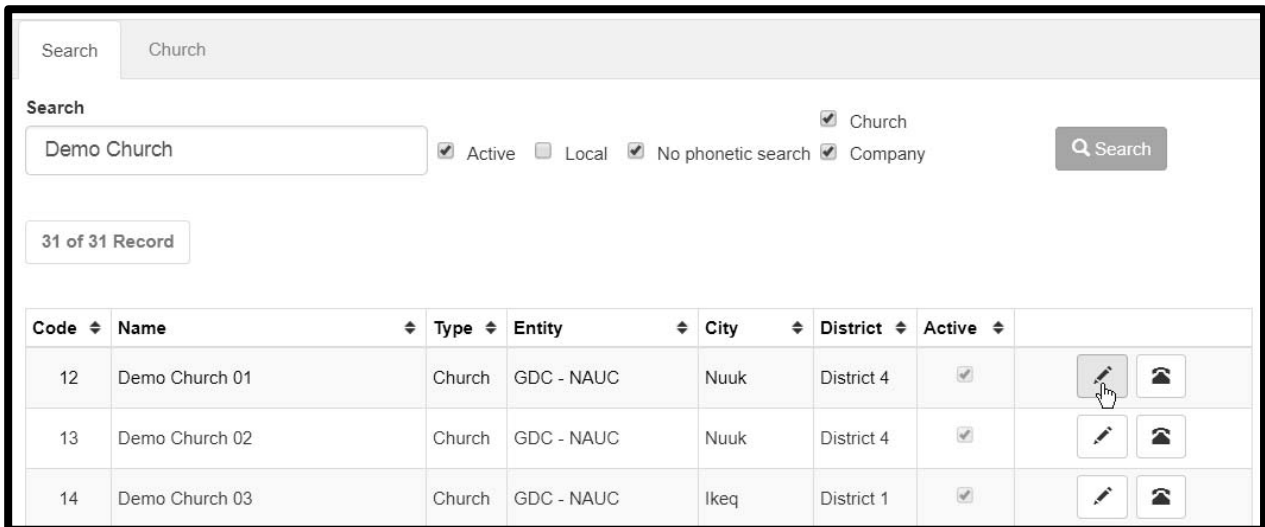
If you notice you have a member in your records twice, either because your church records were imported into ACMS with the duplication or you accidentally created a duplicate after starting to use ACMS, talk with your ACMS support person. They will review the situation and determine the best resolution. 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 **Search/New** section in the **Church** menu:



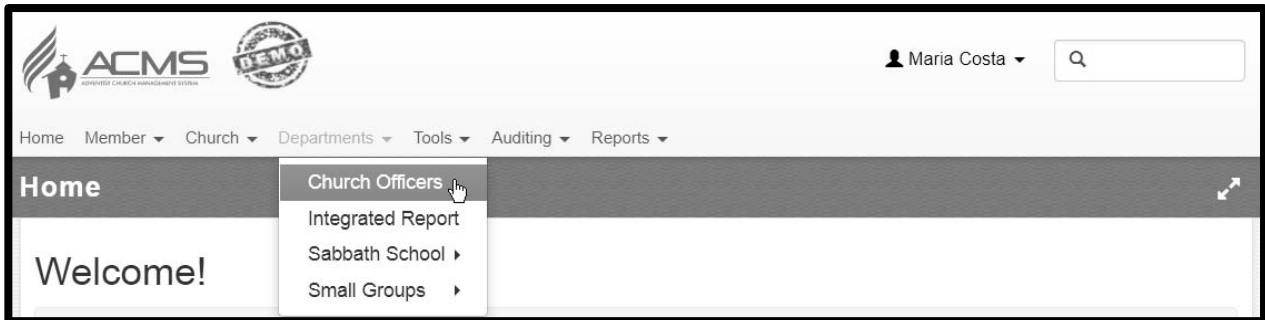
Enter a church name, or portion of its name, check or uncheck the appropriate filters, and click **Search**. Click the edit icon to view the information for other churches or to edit the information for your own church:



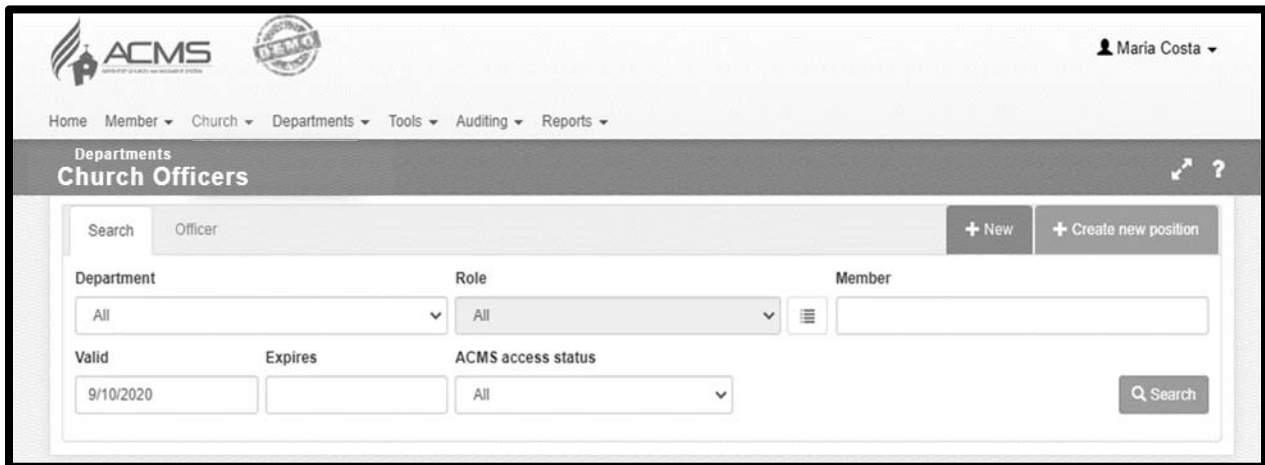
The church page allows you to view/edit a photo of the church, the district, ethnicity, address, contact info, service times, and more.

5. CHURCH OFFICERS

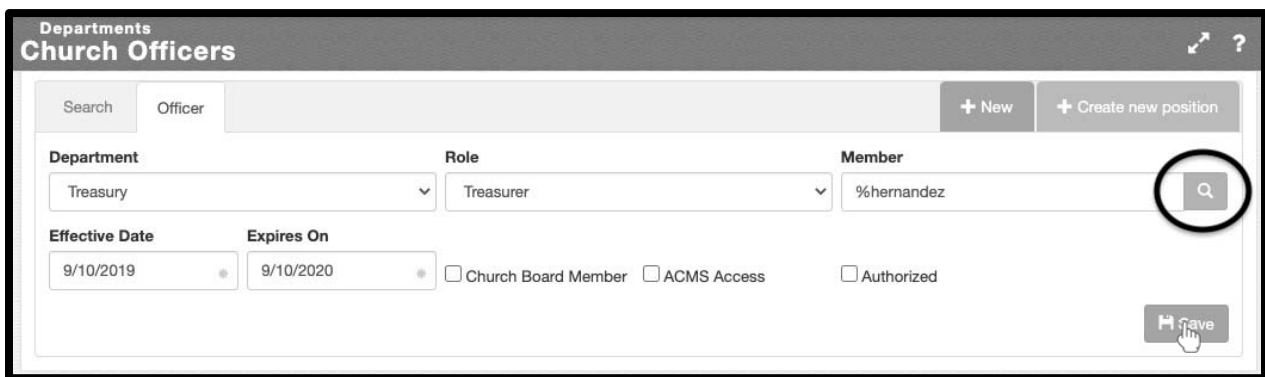
When we have a complete list of members in our congregation, it is easy to indicate the church officers. Go to the **Departments** section and click on **Church Officers**:



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



Select **Department** and **Position**, and enter part, or all, of the member's name and click the search icon:



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

The screenshot shows the ACMS web interface for adding a church officer. The page title is "Church Officers" under the "Departments" section. The user is logged in as Maria Costa. The form includes fields for Department (Treasury), Role (Treasurer), and Member (%Hernandez). The Effective Date is 10/28/2020 and Expires On is 10/28/2021. There are checkboxes for "Church Board Member" (unchecked) and "ACMS Access" (unchecked). A table below shows one record for Carlos Hernandez, with a "Select" button highlighted by a mouse cursor.

Full Name	Church	Entity	Active	
Hernandez, Carlos	Demo Church 25	Greenland Demo Conference Northern Atlantic Demo Union	<input checked="" type="checkbox"/>	Select

Enter the effective date (starting date) and expiration date for this position, 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**:

This screenshot shows the same ACMS form as above, but with the "Save" button highlighted by a mouse cursor. The "Church Board Member" checkbox is now checked, and the "Member" field now displays "Hernandez, Carlos".

6. OFF-SYSTEM TRANSFERS (WITH NON-ACMS CHURCHES)

6.1. Transferring out of our church

Transfers with non-ACMS churches will need to be started by a conference/mission level membership clerk. Once the process has been started, the local church clerk will be notified and will then be able to complete the process.

The conference membership clerk will need to change entity levels to the local church where the transfer is to take place (see lower right corner), and in the case of a transfer out, choose the final tab, **Transferring out of our church**, and click the **Send to a non-ACMS territory** button on the top right corner:

The screenshot shows the ACMS Member Transfer interface. The top navigation bar includes the ACMS logo, a 'DEMO' badge, and the user name 'Jerry Chase'. The main navigation menu includes Home, Member, Church, Departments, Tools, Treasury, Financial Transactions, Auditing, Ministerial, and Reports. The 'Member Transfer' section is active, with three tabs: 'Transfer History', 'Transferring to our church', and 'Transferring out of our church'. The 'Transferring out of our church' tab is selected, and a button labeled 'Send to a non-ACMS territory' is highlighted with a mouse cursor. Below this, there is a form for sending a member to a non-ACMS territory. The form includes fields for Full Name (Douglas Harper), Church (Maranatha SDA), Email (MaranathaChurch@madeupemail.com), Address (6023 3rd Ave NW), and City (Seattle, WA). There is a '+ Include' button and a 'Search Filter' section with a 'Search' button. Below the form, there are checkboxes for 'Request' and 'Sending', both of which are checked. A table shows 3 records of members with their full names, birth dates, receiving churches, and status (all 'Requested'). The table has columns for Full Name, Birth Date, Receiving Church, Status, and action icons. Below the table, there is a section for 'Transfer date for selected members' with fields for 'Vote date' and 'Minute Number', and a 'Send' button. At the bottom, there is a checkbox for 'Transfer outside of ACMS'. The footer includes the ACMS logo, the text 'Adventist.org is an Official System of the Seventh-day Adventist Church', a 'Privacy Policy' link, and the version number 'Version 1.255.1'. The bottom right corner shows the district and church information: 'District: District 3 - GDC' and 'Church: Demo Church 25'.

	Full Name	Birth Date	Receiving Church	Status	
<input type="checkbox"/>	Hernandez, Carlos	3/25/1972	Zimc 200 - Masasa Park-Kwekwe	Requested	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Mentoro, Tomas	1/1/1980	Agum Demo Church Thirteen - Rietvalleirand	Requested	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Ratha Sari, Santi	12/22/1976	Demo Church 27 - Ikeq-GL	Requested	<input type="checkbox"/> <input type="checkbox"/>

Fill in the information under the **Send to a non-ACMS territory** part of the form including the name of the church and the church's email and mailing address. Search for the member in ACMS and select the correct record which matches the member to be transferred out, and then click **Include** button:

Member Transfer

Transfer History Transferring to our church Transferring out of our church

Send to a non-ACMS territory

Full Name Church Email
 Douglas Harper Maranatha SDA MaranathaChurch@madeupemail.com

Address City
 6023 3rd Ave NW Seattle, WA

<input type="checkbox"/>	Full Name	Birth date	Mother's name	Church	Entity
<input checked="" type="checkbox"/>	Harper, Douglas			Demo Church 25	Greenland Demo Conference Northern Atlantic Demo Union

+ Include

Notify the local clerk that the transfer has been started. From here on out, the local church clerk will be able to manage the subsequent steps for the transfer.

The local clerk will now be able to enter a **Transfer date for selected members**. Once the **Vote date** and **Minute Number** have been entered for the selected member, click the **Send** button:

Member Transfer

Transfer History Transferring to our church Transferring out of our church

Search Filter

Request Sending

4 Records

<input type="checkbox"/>	Full Name	Birth Date	Receiving Church	Status
<input checked="" type="checkbox"/>	Harper, Douglas	4/5/1980	Maranatha SDA - Seattle, WA	Requested
<input type="checkbox"/>	Hernandez, Carlos	3/25/1972	Zimc 200 - Mesasa Park-Kwekwe	Requested
<input type="checkbox"/>	Mentoro, Tomas	1/1/1980	Agum Demo Church Thirteen - Rietvalleirand	Requested
<input type="checkbox"/>	Ratna Sari, Santi	12/22/1976	Demo Church 27 - Ikeq-GL	Requested

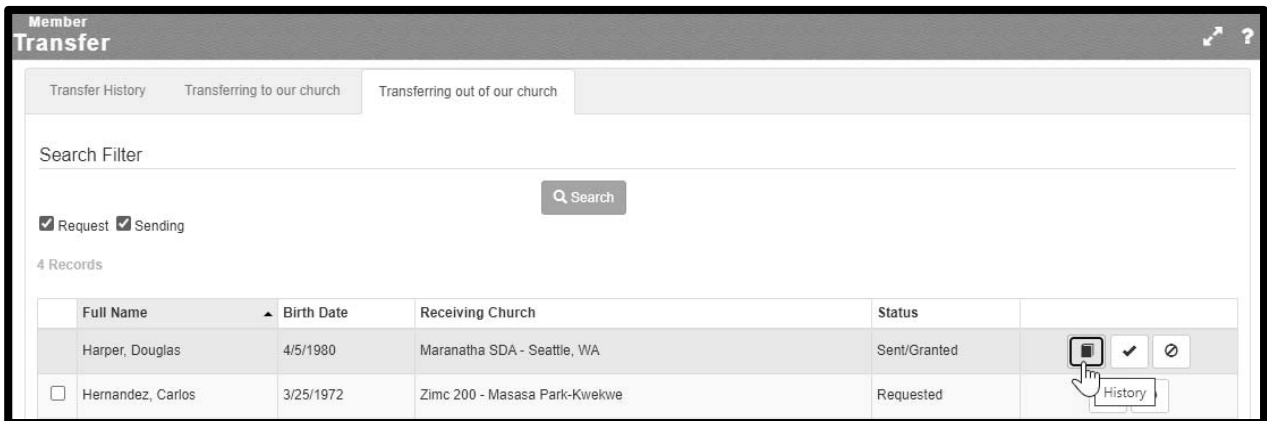
Transfer date for selected members

Vote date Minute Number
 10/5/2020 1234

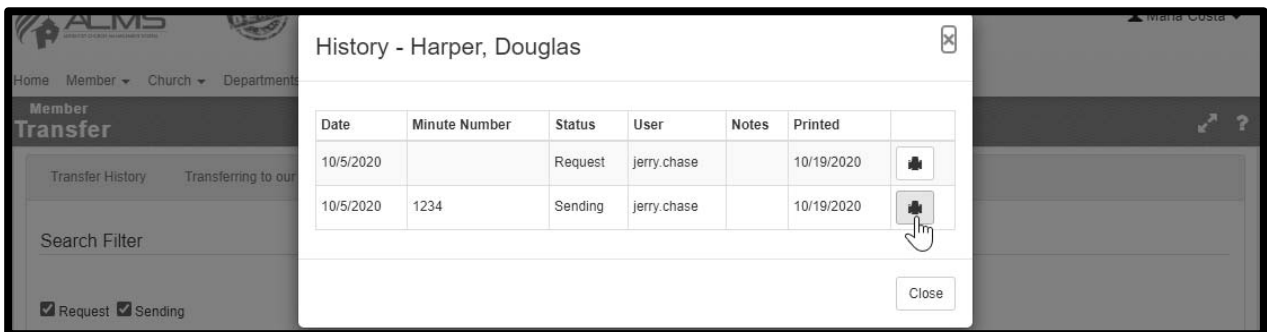
Send

Transfer outside of ACMS

ACMS provides a PDF document to send to the receiving church once the local sending church has voted the transfer out. Click the **History** button in order to access the **Transfer Request** form:



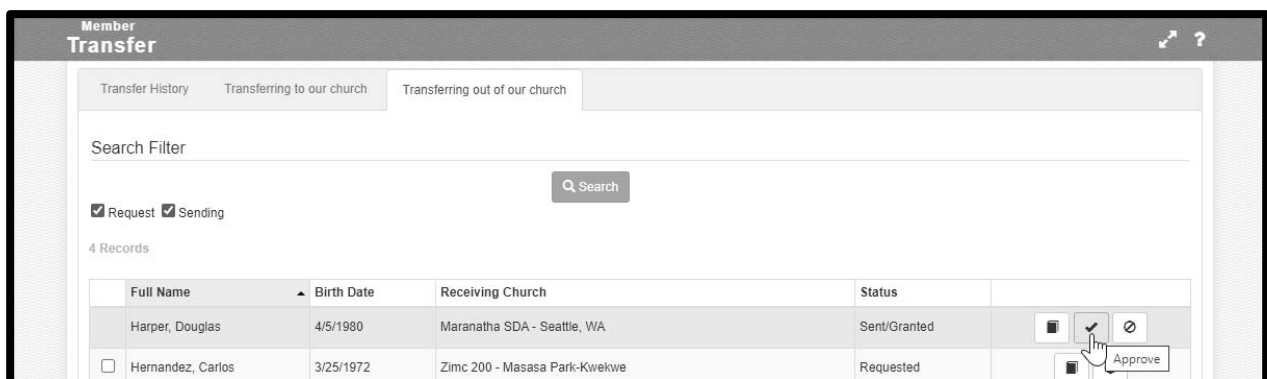
And then click the **Print** button by the corresponding entry in the history popup:



When the cursor is over the PDF document the download and print options are exposed on the top right corner. You will now be able to print or download a document which can be sent to the receiving church:



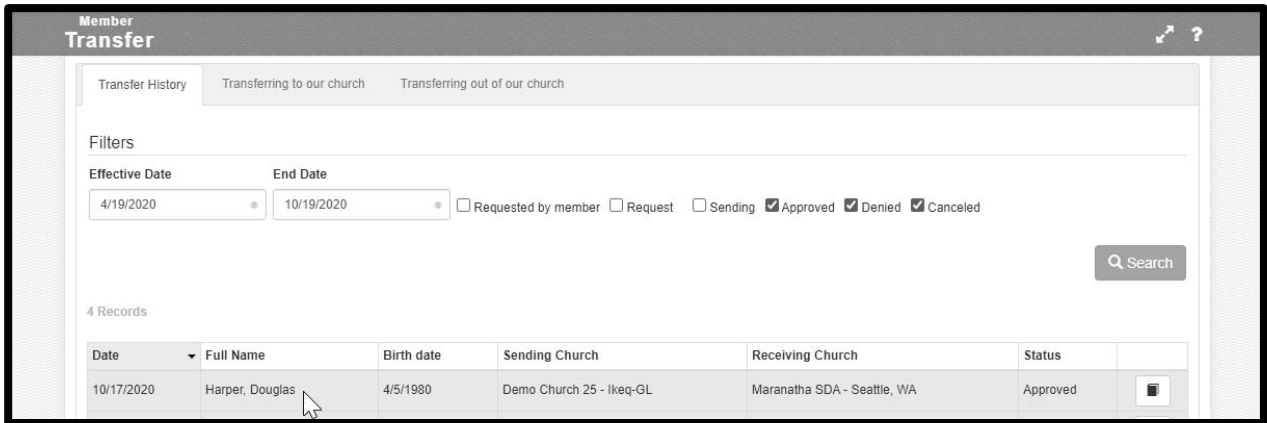
When the receiving church returns confirmation that the member has been accepted into membership of their church, click the **Approve** button:



Enter the **Date** and **Minute Number** provided by the receiving church and click **Approve** button on behalf of the receiving church:



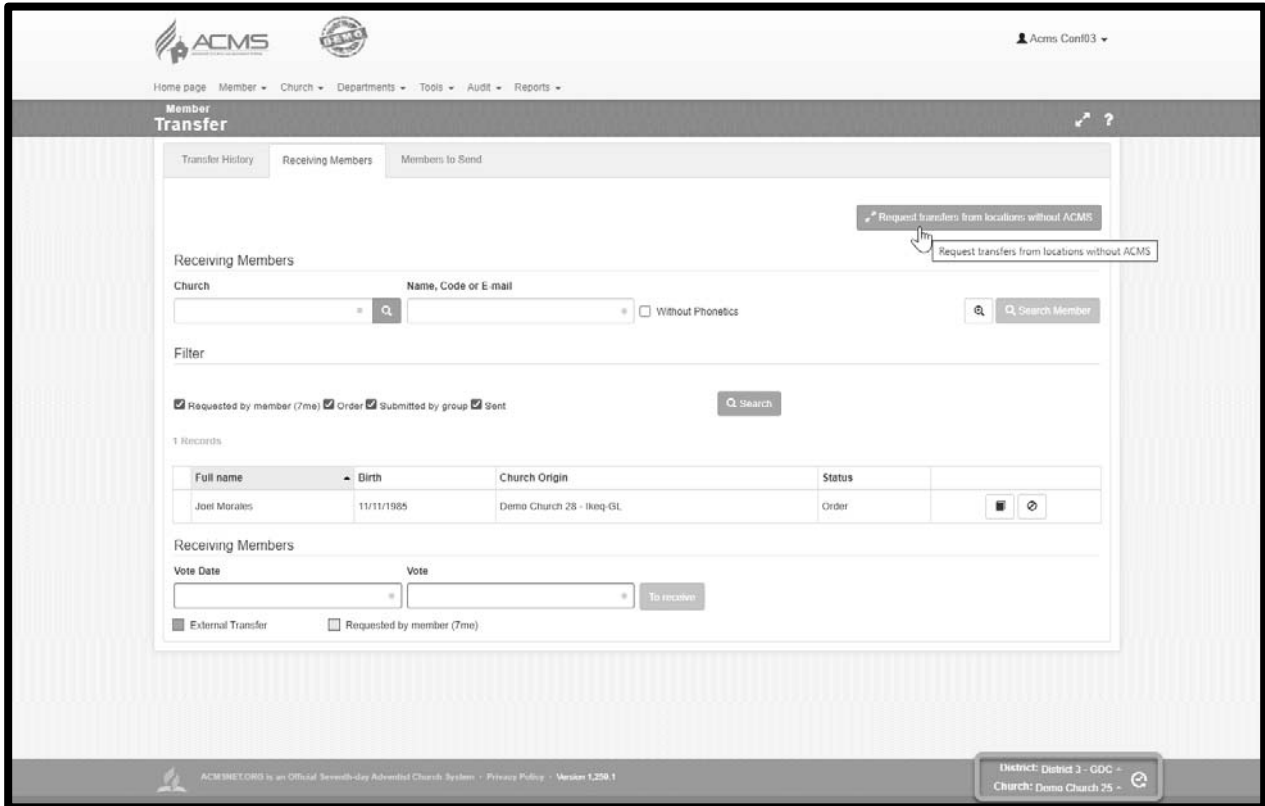
This completes the recording of the transfer. You will find the record for the transfer in the **Transfer History** tab. Should you need to access the details for the transfer, click the **History** button:



6.2. Transferring to our church

Transfers with non-ACMS churches will need to be initiated by a conference level membership clerk. Once the process has been initiated, the local clerk will be able to complete the process.

The conference membership clerk will need to change entity levels to the local church where the transfer is to take place (see lower right corner), and in the case of a transfer in, choose the middle tab, **Transferring to our church**, and click the **Request from non-ACMS territory** button on the top right corner:



Enter information on the member requesting transfer of membership into your church, and then click the **Search** button. If the person has already been entered into ACMS, for example as an interest because they have been visiting the church, select their entry, otherwise click the **Not found** button:

Request - Transferring From

Search

First Name: Bob, Last name: Chase, Birth Date (Optional): , Mother's Name (Optional):

Hint: use '%' to search by last name, No phonetic search, Search

Not found (highlighted), 0 Records

Church: Hope SDA, Email: Hope@madeupemail.com

City: Denver, Address: 3237 E. Colfax Ave, Denver CO 80206

Close

Full Name	Birth Date	Sending Church	Status
Morales, Joel	11/11/1985	Demo Church 28 - Ikeq-GL	Requested

Vote date for selected members

Vote date: , Minute Number: , Accept

Transfer outside of ACMS Requested by member

Adventist.org is an Official System of the Seventh-day Adventist Church. Privacy Policy Version 1.255.1 District: District 3 - GDC Church: Demo Church 25

Fill in all the applicable information, including the information for the church that currently holds their membership:

Request - Transferring From

Search

First Name Last name Birth Date (Optional) Mother's Name (Optional)

Bob Chase [] [] Hint: use '%' to search by last name [] No phonetic search [] Search

Not found

0 Records

Church Email

Hope SDA Hope@madeupemail.com

City Address

Denver 3237 E. Colfax Ave, Denver CO 80206

Personal data Image

Code First Name Last name Full Name

[] Bob Chase Bob Chase

Gender Birth Date Birth Country Birth place

Select [] [] Select country first

Known as Mother's Name Father's Name

[] [] [] Upload image

Street Address

Address Address line 2

[] []

Postal code Country City

[] Select Select country first

Phone/email

Phone Mobile Phone Business Email

When all necessary information has been entered, click the **Include** button at the bottom left of the form:

Primary Conversion Method Secondary Conversion Method

Select Select

+ Include

Close

Now the local church clerk will be able to continue the membership transfer request. To access the membership transfer request form to attach to an email or to print to send by postal mail click the **History** button:

The screenshot shows the 'Member Transfer' interface. At the top, there are tabs for 'Transfer History', 'Transferring to our church', and 'Transferring out of our church'. A button for 'Request from non-ACMS territory' is visible. Below this is a 'New Request' section with a search bar for 'Church' and 'Name/Code/Email'. A 'Search Filter' section includes checkboxes for 'Requested by member', 'Request', 'Waiting for Conference/Union', and 'Sending'. Below the filters, a table displays 2 records:

Full Name	Birth Date	Sending Church	Status	
Chase, Bob	10/1/2001	Hope SDA - Denver	Requested	[Print] [Check] [Close] [Edit]
Morales, Joel	11/11/1985	Demo Church 28 - Ikeq-GL	Requested	[Print] [Close]

Below the table is a 'Vote date for selected members' section with input fields for 'Vote date' and 'Minute Number', and an 'Accept' button. At the bottom, there are checkboxes for 'Transfer outside of ACMS' and 'Requested by member'.

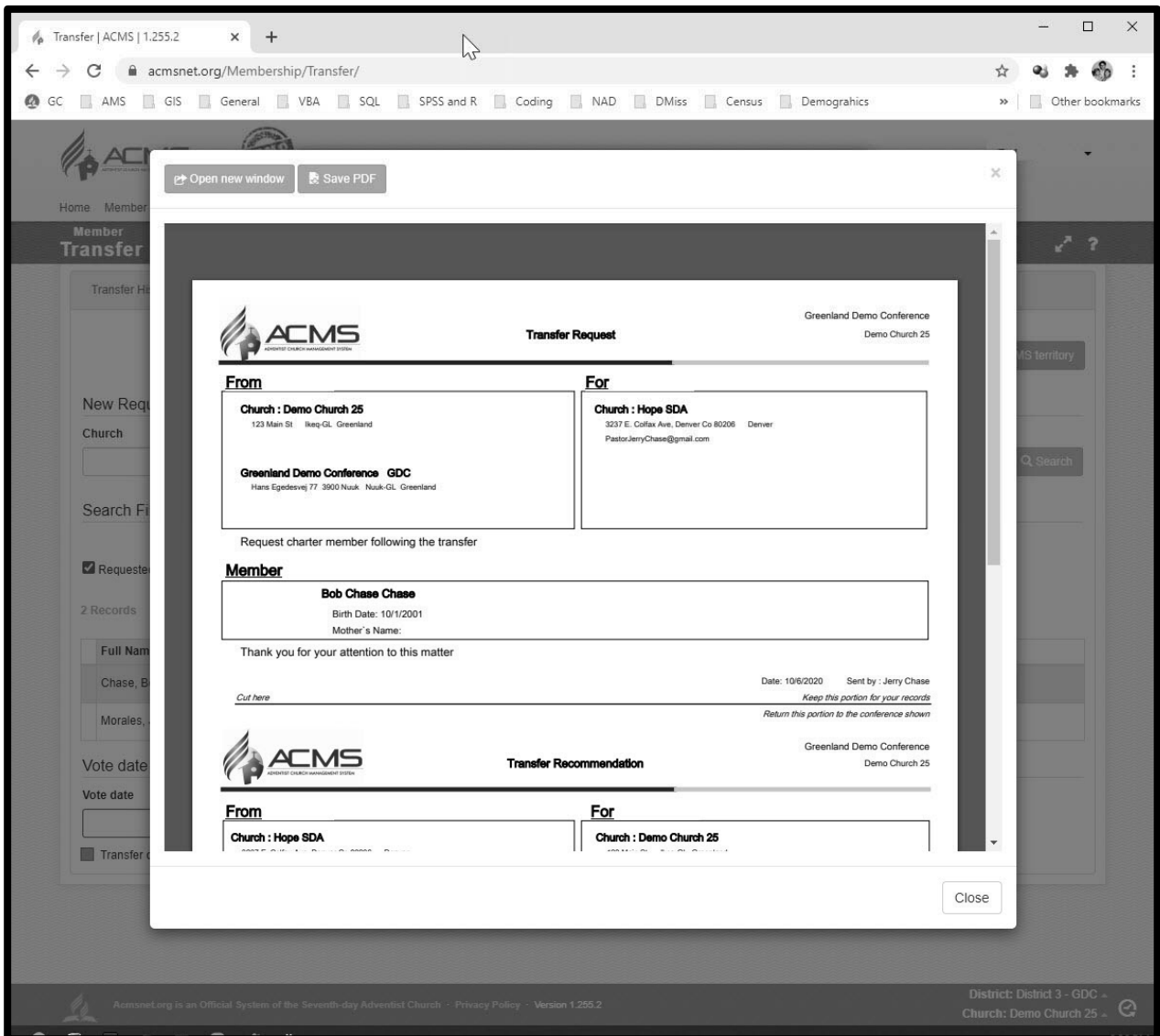
On the history popup click the **Print** button to view and download/print the membership transfer request form:

The screenshot shows the 'Member Transfer' interface with a 'History - Chase, Bob' popup window. The popup contains a table with the following data:

Date	Minute Number	Status	User	Notes	Printed	
10/5/2020		Request	jerry.chase		10/6/2020	[Print]

The popup also has a 'Close' button at the bottom right.

When the cursor is over the PDF document the download and print options are exposed on the top right corner. The form then needs to be sent to the clerk of the church that will be transferring the membership:



When the response is received from the remitting church click the **Check-mark** button in order to access a popup where you will record the **Date** and **Minute Number** on behalf of the sending church:

The screenshot displays the ACMS Member Transfer interface. At the top, there are navigation menus for Home, Member, Church, Departments, Tools, Treasury, Financial Transactions, Auditing, Ministerial, and Reports. The user is identified as Maria Costa. The main section is titled 'Member Transfer' and includes tabs for 'Transfer History', 'Transferring to our church', and 'Transferring out of our church'. A 'Request from non-ACMS territory' button is visible. Below this, there is a 'New Request' section with search filters for Church and Name/Code/Email, and a 'Search Filter' section with checkboxes for 'Requested by member', 'Request', 'Waiting for Conference/Union', and 'Sending'. A table shows 2 records:

Full Name	Birth Date	Sending Church	Status	
Chase, Bob	10/1/2001	Hope SDA - Denver	Requested	
Morales, Joel	11/11/1985	Demo Church 28 - Ikeq-GL	Requested	

Below the table is a 'Vote date for selected members' form with input fields for 'Vote date' and 'Minute Number', and an 'Accept' button. There are also checkboxes for 'Transfer outside of ACMS' and 'Requested by member'. The footer contains the ACMS logo, website information, and the current District (District 3 - GDC) and Church (Demo Church 25).

Once the **Date** and **Minute Number** have been entered, click the **Approve** button:

The screenshot displays the ACMS Member Transfer interface. A modal dialog box titled "Non-ACMS Church Vote - Chase, Bob" is open, featuring input fields for "Date" (10/3/2020) and "Minute Number" (1234), and an "Approve" button. The background interface includes a search filter for church requests, a table of records, and a "Vote date for selected members" section.

Full Name	Birth Date	Sending Church	Status	
Chase, Bob Chase	10/1/2001	Hope SDA - Denver	Requested	[Icons]
Morales, Joel	11/11/1985	Demo Church 28 - Ikeq-GL	Requested	[Icons]

Once the local church votes to receive the person requesting transfer of membership, select the person from the list of transfers in progress, enter the **Vote date** and the **Minute Number**, and then click the **Accept** button:

The screenshot shows the ACMS Member Transfer interface. At the top, there are navigation menus for Home, Member, Church, Departments, Tools, Treasury, Financial Transactions, Auditing, Ministerial, and Reports. The user is logged in as Maria Costa. The main heading is "Member Transfer".

There are three tabs: "Transfer History", "Transferring to our church", and "Transferring out of our church". A button for "Request from non-ACMS territory" is visible.

The "New Request" section includes a search form with fields for "Church" and "Name/Code/Email", a "No phonetic search" checkbox, and a "Search" button.

Below the search form is a "Search Filter" section with checkboxes for "Requested by member", "Request", "Waiting for Conference/Union", and "Sending", along with another "Search" button.

A table displays 2 records:

	Full Name	Birth Date	Sending Church	Status	
<input checked="" type="checkbox"/>	Chase, Bob Chase	10/1/2001	Hope SDA - Denver	Sent/Granted	
<input type="checkbox"/>	Morales, Joel	11/11/1985	Demo Church 28 - Ikeq-GL	Requested	

Below the table is a "Vote date for selected members" section with input fields for "Vote date" (10/6/2020) and "Minute Number" (1234), and an "Accept" button. There are also checkboxes for "Transfer outside of ACMS" and "Requested by member".

The footer contains the text: "Acmsnet.org is an Official System of the Seventh-day Adventist Church - Privacy Policy - Version 1.255.2" and "District: District 3 - GDC Church: Demo Church 25".

The person is now recognized in ACMS as a member in this congregation. The last step is to notify the sending church that the transfer of membership has been accepted. To access the updated membership transfer request form, choose the **Transfer History** tab and click the **History** button for the person in question. This will bring up the **History** popup:

The screenshot shows the ACMS Member Transfer interface. At the top, there are logos for ACMS and DEMO, and a user profile for Maria Costa. A navigation menu includes Home, Member, Church, Departments, Tools, Auditing, and Reports. The main header is 'Member Transfer' with a search icon and a help icon. Below this, there are three tabs: 'Transfer History', 'Transferring to our church', and 'Transferring out of our church'. The 'Transfer History' tab is active. Underneath, there are filter options for 'Effective Date' (9/20/2020) and 'End Date' (10/6/2020), along with checkboxes for 'Requested by member', 'Request', 'Sending', 'Approved', 'Denied', and 'Canceled'. A 'Search' button is on the right. Below the filters, it says '1 Records'. A table displays the record for Bob Chase, with columns for Date, Full Name, Birth date, Sending Church, Receiving Church, and Status. A 'History' button is located in the rightmost column of the table. At the bottom, there is a footer with the ACMS logo, website information, and district/church details.

Date	Full Name	Birth date	Sending Church	Receiving Church	Status	
10/6/2020	Chase, Bob	10/1/2001	Hope SDA - Denver	Demo Church 25 - Ikeq-GL	Approved	History

Click the **Print** button for the last item in the **History** popup to view the membership transfer request form. Notify the sending church clerk that the person has been accepted as a member by sending them this form:

The screenshot shows the ACMS Member Transfer History interface. A popup window titled "History - Chase, Bob" is open, displaying a table of transfer history. The table has columns for Date, Minute Number, Status, User, Notes, and Printed. The data rows are:

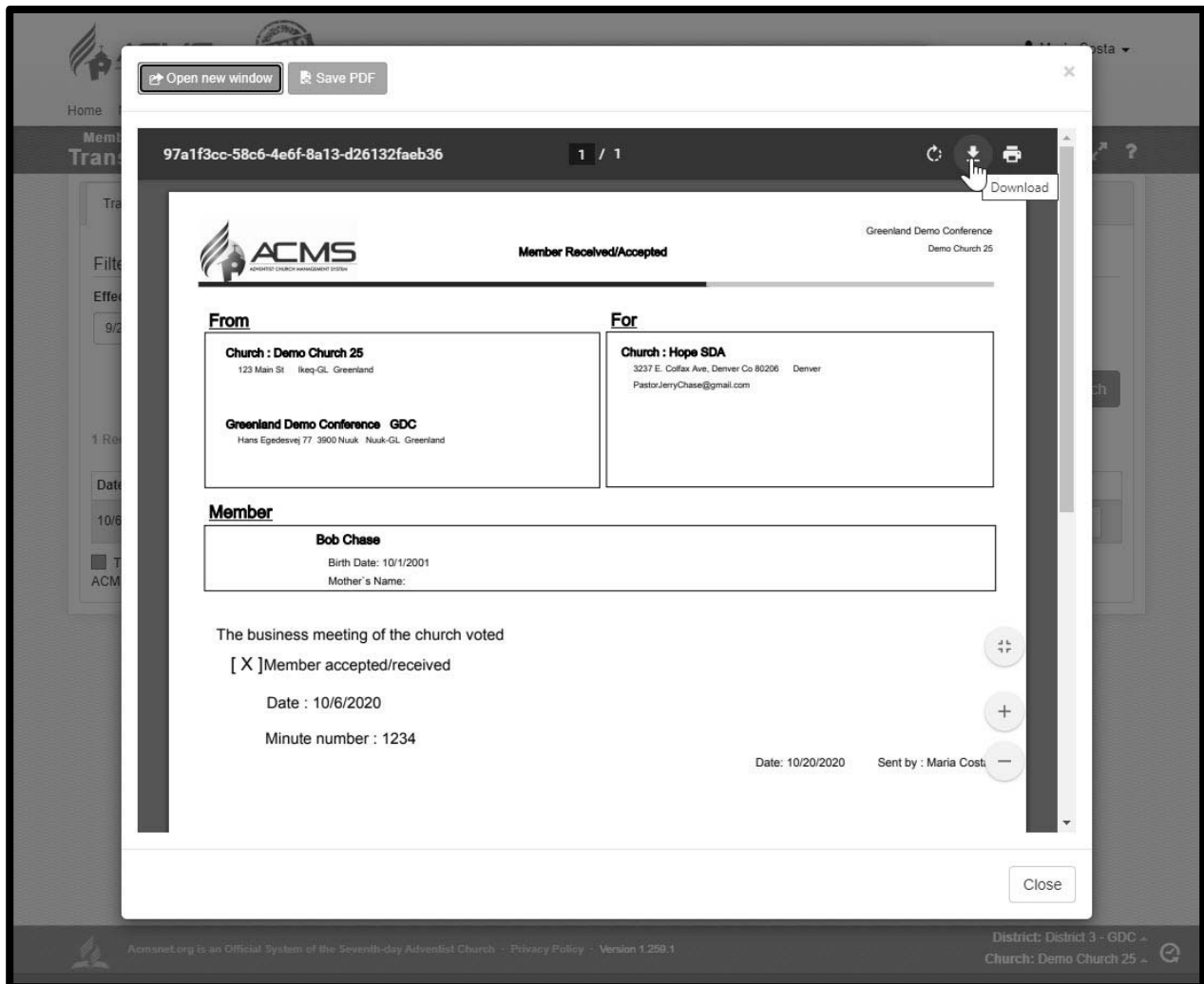
Date	Minute Number	Status	User	Notes	Printed	
10/5/2020		Request	Acms Conf03		10/20/2020	
10/3/2020	1234	Sending	Maria Costa		10/20/2020	
10/6/2020	1234	Approved	Maria Costa		10/20/2020	

A mouse cursor is pointing to the print icon for the "Approved" entry. The background interface shows a "Member Transfer" section with a "Transfer History" tab selected. Below the popup, there is a "Filters" section with an "Effective Date" dropdown set to "9/20/2020". A "1 Records" section shows a table with columns: Date, Full Name, Birth date, Sending Church, Receiving Church, Status, and an action icon. The data row is:

Date	Full Name	Birth date	Sending Church	Receiving Church	Status	
10/6/2020	Chase, Bob	10/1/2001	Hope SDA - Denver	Demo Church 25 - Ikeq-GL	Approved	

At the bottom of the popup, there is a "Close" button. The footer of the page includes the ACMS logo, the text "Acmsnet.org is an Official System of the Seventh-day Adventist Church - Privacy Policy - Version 1.259.1", and the user's location: "District: District 3 - GDC" and "Church: Demo Church 25".

When the cursor is over the PDF document the download and print options are exposed on the top right corner:



7. BACKGROUND CHECKS

Where this option is enabled, it will be found at the bottom of the member form. The settings and options are set at a country level. The look of the interface may vary slightly from the one in this example, depending on the setup required in your country.

Access at the local church level varies from country to country. Depending on the configuration for your country the local church may have:

- Read and write privileges of background check information
- Read only privileges of background check information
- No access to background check information

If available in your country, to add a new **Background check** verification, click the **New** button:

The screenshot shows the ACMS Member Search/New interface. At the top, there is a navigation menu with options: Home, Member, Church, Departments, Tools, Auditing, Reports. The user is logged in as Maria Costa. The main section is titled "Family" and includes a table with one member:

Type	Full Name	Birth date	Relationship	Church	Entity
MEM	Bob Chase	10/1/2001	Primary Contact	Demo Church 25	Greenland Demo Conference

Below the table are several form sections:

- Member Information:** Includes dropdown menus for Previous Religion, Category, Ethnicity, Primary Conversion Method, and Secondary Conversion Method.
- Baptism Ceremony:** Includes input fields for Date, Place, and Baptized by.
- Last transaction:** Includes input fields for Date (10/6/2020), Type (Transfer), and Minute Number (1234).
- Background check:** Includes a table with columns: Type, Documentation, Approved on, Expiration, Entered by, Entered at, Entered on. The table currently shows "No data". A "+ New" button is located to the right of the table.

At the bottom left, there is a "Save" button. At the bottom right, there is a footer with the text: "Acsmnet.org is an Official System of the Seventh day Adventist Church - Privacy Policy - Version 1.261.1" and "District: District 3 - GDC - Church: Demo Church 25".

Select the appropriate background check **Type** and **Documentation**, and then enter the **Approved on** date and the **Expiration** date. Once all information has been entered click the **Save** button:

The screenshot displays a web application interface for managing member information. A modal window titled "Background check" is open, allowing for the entry of a new background check record. The modal contains the following fields:

- Type:** A dropdown menu with the selected value "Background Check Type - Greenland".
- Documentation:** A dropdown menu with the selected value "Background Check Documentation".
- Approved on:** A date input field containing "10/21/2020".
- Expiration:** A date input field containing "10/21/2022".

Below these fields are two buttons: "Save" (with a floppy disk icon) and "Close".

The background form, which is dimmed, includes the following sections:

- Previous Religion:** A dropdown menu with "Select" chosen.
- Category:** A dropdown menu with "Select" chosen.
- Ethnicity:** A dropdown menu with "Select" chosen.
- Primary Conversion Method:** A dropdown menu with "Select" chosen.
- Secondary Conversion Method:** A dropdown menu with "Select" chosen.
- Baptism Ceremony:** Fields for Date, Place, and Baptized by.
- Last Movement:** Fields for Date (10/6/2020), Type (Transfer), and Minute Number (1234).
- Background check:** A table with columns: Type, Documentation, Approved on, Expiration, Entered by, Entered at, Entered on. The table currently contains "No data".

At the bottom of the page, there is a footer with the text: "Adventist.org is an Official System of the Seventh-day Adventist Church - Privacy Policy - Version 1.258.1" and "District: District 3 - GDC Church: Demo Church 25".

Once the new background check information has been entered, the record will show on the member profile page:

Home Member Church Departments Tools Auditing Reports

ACMS Member Search/New Maria Costa

Family + Add family member

Type	Full Name	Birth date	Relationship	Church	Entity
MEM	Bob Chase	10/1/2001	Primary Contact	Demo Church 25	Greenland Demo Conference

Member Information

Previous Religion: Select Category: Select Ethnicity: Select

Primary Conversion Method: Select Secondary Conversion Method: Select

Baptism Ceremony

Date: Place: Baptized by:

Last transaction

Date	Type	Minute Number
10/6/2020	Transfer	1234

Background check + New

Type	Documentation	Approved on	Expiration	Entered by	Entered at	Entered on	
Background Check Type - Greenland	Background Check Documentation	10/21/2020	10/21/2022	maria..costa	Demo Church 25	10/28/2020	 Edit

Save

Acmenet.org is an Official System of the Seventh day Adventist Church - Privacy Policy - Version 1.261.1

District: District 3 - GDC Church: Demo Church 25

8. TAGS

Tags are useful for identifying subsets of people such as committees, groups, skill sets, and so on. Tags then can be used to access these subsets in the Member Search and the Reports pages. Because tag names are visible globally, it is recommended that each conference use a prefix to uniquely identify the tags within their conference, i.e. GDC - Fellowship Group, where GDC are the initials of your conference.

To add a **Tag** to a member's record, begin typing the desired tag. If the tag already exists, it will show up in the dropdown list. If the desired tag doesn't exist, pressing enter after entering the tag will create a new tag:

The screenshot shows the ACMS Member Search/New interface. The 'Tags' section is highlighted, showing a text input field with 'GDC' entered. A dropdown menu is open, listing several tag options: 'GDC -', 'GDC - Choir Member', 'GDC - Church Board', 'GDC - Elder', 'GDC - Family Life Committee', and 'GDC - Fellowship Group'. Below the dropdown, there are fields for 'Category' and 'Ethnicity', both set to 'Select'. The form also includes sections for 'Additional information' (ID#, Other ID#, Education, Occupation), 'Marital Status' (Select), 'Member/Giver receipt method' (Printed), 'Primary Conversion Method' (Select), 'Secondary Conversion Method' (Select), 'Baptism Ceremony' (Date: 1/1/2000, Place: Demo Church 25 - Ikeq-GL, Baptized by: Eduardo Campo), 'Last transaction' (Date: 1/1/2000, Type: Baptism, Minute Number: 2222222, Special Minute Number:), 'First Bible Instructor' (Local search checked), and 'Second Bible Instructor' (Local search checked). The footer contains the ACMS logo, version information (1.26.1), and church details (District: District 3 - GDC, Church: Demo Church 25).

After entering the tags into the member's record click **Save** at the bottom of the member form to save the **Tag** selection:

The screenshot shows the ACMS Member Search/New form. At the top, there are navigation menus for Home, Member, Church, Departments, Tools, Auditing, and Reports. The user is logged in as Maria Costa. The form includes several sections: Family, Member Information (with dropdowns for Previous Religion, Category, Ethnicity, Primary Conversion Method, and Secondary Conversion Method), Baptism Ceremony (with fields for Date, Place, and Baptized by), Last Movement (with fields for Date, Type, and Minute Number), and First/Second Bible Instructor (with search fields and 'Local search' checkboxes). A Background check section is also present with a '+ New' button. At the bottom left, a 'Save' button is highlighted with a mouse cursor. The footer contains the ACMS logo, a demo badge, and system information: 'Acmsnet.org is an Official System of the Seventh-day Adventist Church - Privacy Policy - Version 1.259.1'. The current context is District: District 3 - GDC and Church: Demo Church 25.

To do a member search using tags, click the **Advanced Search** button to the left of the **Search** button:

The screenshot shows the ACMS Member Search/New form. At the top, there are navigation menus for Home, Member, Church, Departments, Tools, Auditing, and Reports. The user is logged in as Maria Costa. The form includes several sections: Search, Member, and Interests. There are buttons for '+ New Member', '+ New Interest', and 'More options'. The Search section has a 'Person type' dropdown (set to 'Select'), a 'Name/Code/Email' search field with a hint 'Hint: use %' to search by last name only, %smith, 1', and checkboxes for 'Local', 'As is (no phonetic search)', and 'ignore accents'. A 'Search' button is highlighted with a mouse cursor. The footer contains the ACMS logo, a demo badge, and system information: 'Acmsnet.org is an Official System of the Seventh-day Adventist Church - Privacy Policy - Version 1.259.1'. The current context is District: District 3 - GDC and Church: Demo Church 25.

Under the **Search Filter** select **Tag** from the **Field** selector. Begin typing in the **Tag** and select it from options in the system. Once the appropriate **Tag** has been selected click the **Search** button for the search results:

The screenshot shows the ACMS Member Search/New interface. The 'Search Filter' section has 'Field' set to 'Tag' and 'Value' set to 'GDC - Family Life Committee'. The 'Search' button is highlighted with a mouse cursor.

Here is an example of the search results:

The screenshot shows the search results for 'GDC - Family Life Committee'. There are 3 records displayed in a table.

Type	Code	First Name	Last Name	Birth Date	Mother's Name	Church	Entity	
MEM	17959143	George	Cluny	3/13/1991		Demo Church 25	GDC - NAUC	
MEM	6157612	Anna	Cordia	5/7/1962		Demo Church 25	GDC - NAUC	
MEM	6157607	Carlos	Hernandez	3/25/1972		Demo Church 25	GDC - NAUC	

To do a search on **Tags** in **Reports**, click the **Advanced filter** button to access filtering by the tag field:

The screenshot displays the ACMS Reports/Member interface. At the top, there is a navigation bar with the ACMS logo, a 'DEMO' badge, and a user profile for 'Maria Costa'. Below the navigation bar, the page title is 'Reports/Member Member'. The main content area is divided into sections: 'Content', 'Options', and 'Report Type'. The 'Content' section contains a list of 15 radio button options for report types, such as '1- Members', '2- Members - Birth date', etc. The 'Options' section includes a 'Name format' dropdown set to 'Last name, First name', a 'Sort by' dropdown set to 'Fullname', a 'Person type' dropdown set to 'Select', and a 'Status' dropdown set to 'Select'. An 'Advanced filter' button is located to the right of the 'Status' dropdown, with a mouse cursor pointing to it. The 'Report Type' section has a radio button selected for '.pdf file' and two checkboxes for 'All district churches' and 'New page for each church'. A 'List/print' button is at the bottom left of the main content area. The footer contains the ACMS logo, the text 'Acmsnet.org is an Official System of the Seventh-day Adventist Church - Privacy Policy - Version 1.250.1', and the current context: 'District: District 3 - GDC' and 'Church: Demo Church 25'.

Select **Tag** from the **Field** dropdown list. The **Condition** should be **Equal**, and the **Value** is the **Tag** that you wish to use to filter the results. Once the selections have been made, click the **Add filter** button:

The screenshot displays the ACMS Reports/Member interface. At the top, there is a navigation bar with the ACMS logo, a user profile for Maria Costa, and a menu with options: Home, Member, Church, Departments, Tools, Auditing, and Reports. Below the navigation bar, the page title is "Reports/Member" and "Member".

The main content area is divided into several sections:

- Content:** A list of 15 radio button options for report content, including "1- Members", "2- Members - Birth date", "3- Members - Basic information", "4- Members - Address, contact info", "5- Email address only", "6- Registration Form", "7- Birthday list", "8- Birthday list, with contact info", "9- Member Photos", "10- Registration Form (Blank)", "11- Church info / Current status", "12- Label", "13- Country of Birth", "14- Registration Form SHORT", and "15- Registration Form SHORT (Blank)".
- Options:** A section for "Name format" with a text input field containing "Last name, First name". Below this are "Sort by" (Fullname), "Person type" (Select), and "Status" (Select) dropdown menus. There are also "PR" and "MEM" buttons and an "Advanced filter" button.
- Search Filter:** A section with three columns: "Field" (Tag), "Condition" (Equal), and "Value" (GDC - Choir Member). A search icon is next to the value field, and a "+ Add filter" button is to the right. A mouse cursor is pointing at the "+ Add filter" button.
- Report Type:** A section with a radio button for ".pdf file" and two checkboxes: "All district churches" and "New page for each church".

At the bottom of the page, there is a footer with the ACMS logo, the text "Acmsnet.org is an Official System of the Seventh-day Adventist Church · Privacy Policy · Version 1.259.1", and the church information: "District: District 3 - GDC" and "Church: Demo Church 25".

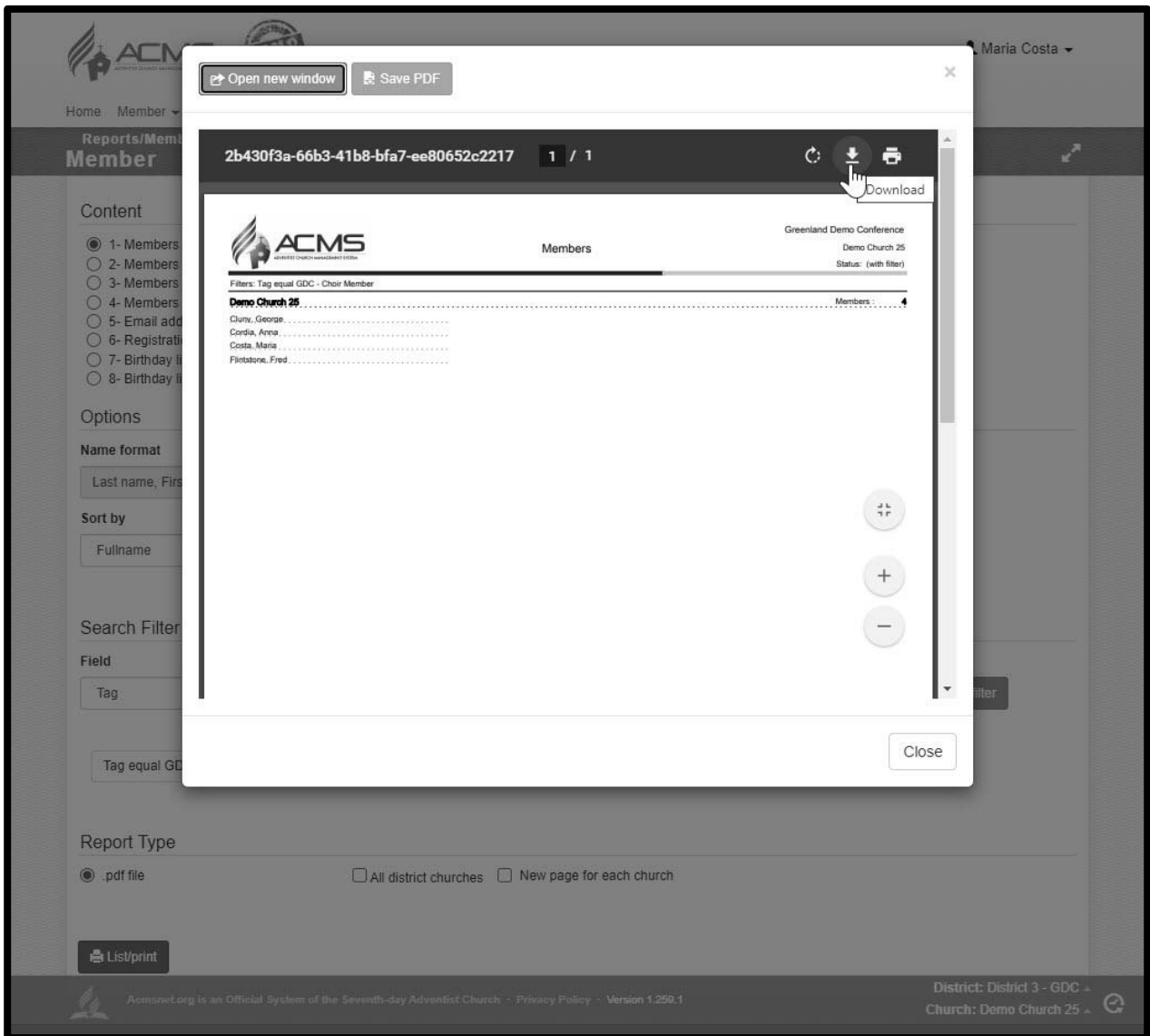
Click the **List/print** button to view a PDF file of the results:

The screenshot shows the ACMS Reports/Member interface. At the top, there is a navigation bar with the ACMS logo, a 'DEMO' badge, and a user profile for 'Maria Costa'. Below the navigation bar, the page title is 'Reports/Member Member'. The main content area is divided into several sections:

- Content:** A list of 15 radio button options for report types, including '1- Members', '2- Members - Birth date', '3- Members - Basic information', '4- Members - Address, contact info', '5- Email address only', '6- Registration Form', '7- Birthday list', '8- Birthday list, with contact info', '9- Member Photos', '10- Registration Form (Blank)', '11- Church info / Current status', '12- Label', '13- Country of Birth', '14- Registration Form SHORT', and '15- Registration Form SHORT (Blank)'. The first option, '1- Members', is selected.
- Options:** A section for 'Name format' with a text input field containing 'Last name, First name'. Below this are three dropdown menus for 'Sort by' (set to 'Fullname'), 'Person type' (set to 'Select'), and 'Status' (set to 'Select'). There are also 'PR' and 'MEM' buttons and an 'Advanced filter' button.
- Search Filter:** A section with a table-like structure for filtering. The 'Field' is 'Tag', the 'Condition' is 'Equal', and the 'Value' is 'GDC - Choir Member'. The 'Operation' is set to 'and'. There is an 'Add filter' button and a trash icon to remove the filter.
- Report Type:** A section with a radio button for '.pdf file' (selected) and two checkboxes: 'All district churches' and 'New page for each church'.

At the bottom left, there is a 'List/print' button with a printer icon. At the bottom right, there is a footer with the text 'District: District 3 - GDC' and 'Church: Demo Church 25'. The footer also includes the ACMS logo, the text 'Acmsnet.org is an Official System of the Seventh-day Adventist Church · Privacy Policy · Version 1.259.1', and a refresh icon.

When the cursor is over the PDF document the download and print options are exposed on the top right corner:



9. JOINING FAMILY MEMBERS

ACMS enables family members to be grouped together. When family members are grouped together, going to one family member's record gives access to all other family members who have been linked together into a family unit.

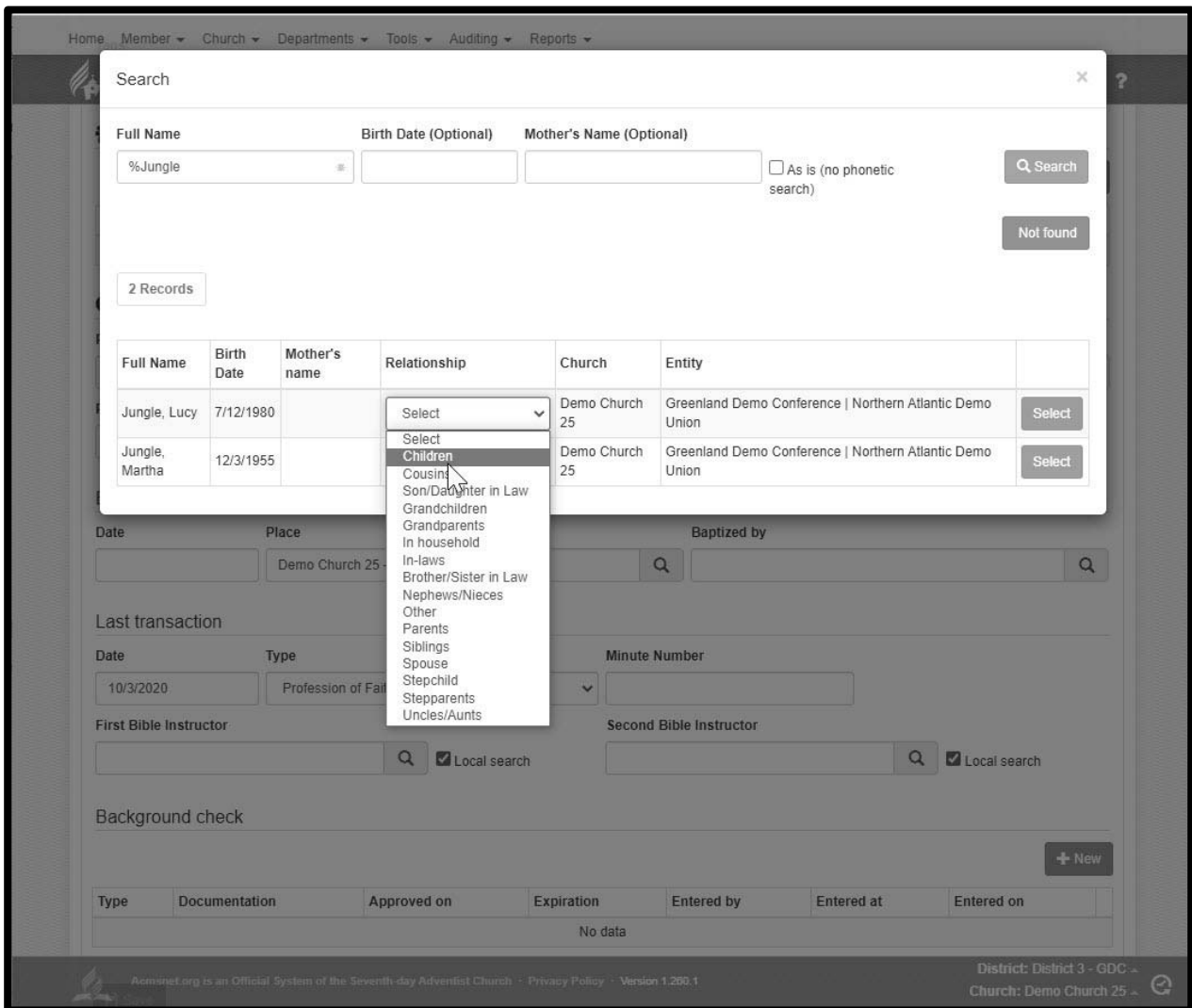
To link members into a family unit, start with the member form for the individual that is to be designated the **Primary Contact** (Head of Household). Click the **Add family member option** in the Family section of the member form:

The screenshot shows the ACMS Member Search/New form. At the top, there is a navigation bar with 'Home', 'Member', 'Church', 'Departments', 'Tools', 'Auditing', and 'Reports'. The user is logged in as 'Maria Costa'. The main heading is 'Member Search/New'. Below this, there is a 'Family' section with a '+ Add family member' button. A table lists family members with columns for Type, Full Name, Birth date, Relationship, Church, and Entity. The first entry is 'MEM', 'George Jungle', '6/25/1950', 'Primary Contact', 'Demo Church 25', and 'Greenland Demo Conference'. Below the table are sections for 'Member Information' (Previous Religion, Category, Ethnicity, Primary/Secondary Conversion Method), 'Baptism Ceremony' (Date, Place, Baptized by), 'Last transaction' (Date, Type, Minute Number), 'First Bible Instructor' and 'Second Bible Instructor' (with 'Local search' checkboxes), and 'Background check' (with a '+ New' button). At the bottom, there is a table for background checks with columns for Type, Documentation, Approved on, Expiration, Entered by, Entered at, and Entered on. The footer contains 'AcmsneLog is an Official System of the Seventh-day Adventist Church - Privacy Policy - Version 1.260.1' and 'District: District 3 - GDC - Church: Demo Church 25'.

Type	Full Name	Birth date	Relationship	Church	Entity
MEM	George Jungle	6/25/1950	Primary Contact	Demo Church 25	Greenland Demo Conference

Type	Documentation	Approved on	Expiration	Entered by	Entered at	Entered on
No data						

In the top portion of the popup enter the name of the individual that you wish to link to the family unit, and then click the **Search** button. Identify the **Relationship** of the individual that is being linked to the family unit based on the primary contact of the family. This enables the **Select** button so that this individual can be linked to the family unit:



Note: In the event that the individual you wish to link to the family unit isn't already in ACMS, click the **Not found** button and enter the individual's information in the customary way.

Once all the family members have been added to the family unit, all the addresses can be updated together by selecting the **Checkbox** by each family member's record and then clicking the **Update address** button. This will apply the address of the family member that is currently displayed to all the rest of the family unit:

The screenshot shows the ACMS Member Search/New interface. At the top, there are navigation links: Home, Member, Church, Departments, Tools, Auditing, Reports. The user is logged in as Maria Costa. The main form is titled "Street Address" and includes fields for Address (777 Perfect Way), Address line 2, Postal code (12777), Country (Greenland), and City (Nuuk-GL). Below this are fields for Phone, Mobile Phone, Business, and Email. There is also an "Additional information" section with dropdowns for ID#, Other ID#, Education, Occupation, Marital Status, and Member/Giver receipt method. A "Tags" section is also present.

The "Family" section contains a table with the following data:

Type	Full Name	Birth date	Relationship	Church	Entity		
MEM	George Jungle	6/25/1950	Primary Contact	Demo Church 25	Greenland Demo Conference	<input checked="" type="checkbox"/>	
MEM	Martha Jungle	12/3/1955	Spouse	Demo Church 25	Greenland Demo Conference	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
MEM	Lucy Jungle	7/12/1980	Children	Demo Church 25	Greenland Demo Conference	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

At the bottom right, there is a button labeled "Update address" and a tooltip that says "District: District" and "Church: Demo Church 25".

Clicking "OK" commits the update:

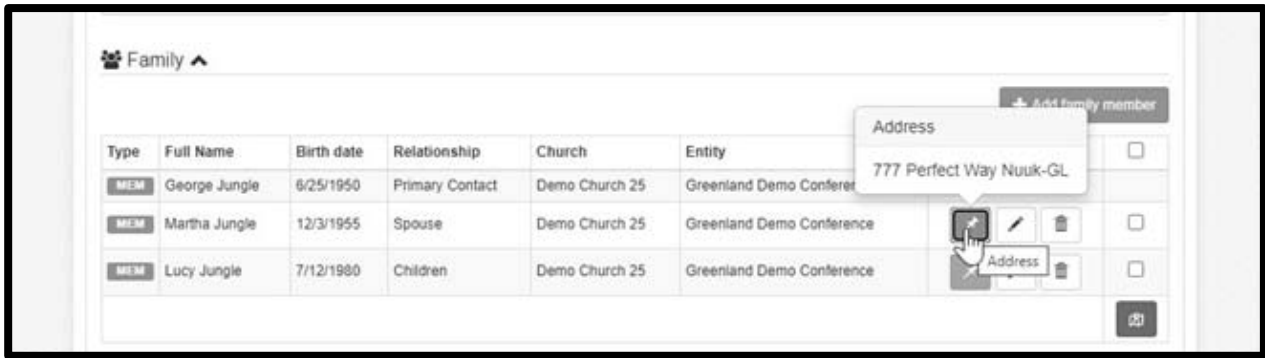
The screenshot shows the ACMS Member Search/New form. A dialog box titled "Copy address?" is open, with "OK" and "Cancel" buttons. The form fields are as follows:

- Street Address:** Address (777 Perfect Way), Address line 2 (empty)
- Postal code:** 12777
- Country:** Greenland
- City:** Nuuk-GL
- Phone/email:** Phone, Mobile Phone, Business, Email (all empty)
- Additional information:** ID# (if required), Other ID# (if required), Education (Select), Occupation (Select)
- Marital Status:** Select
- Member/Giver receipt method:** Printed
- Tags:** Add a tag
- Family:** + Add family member

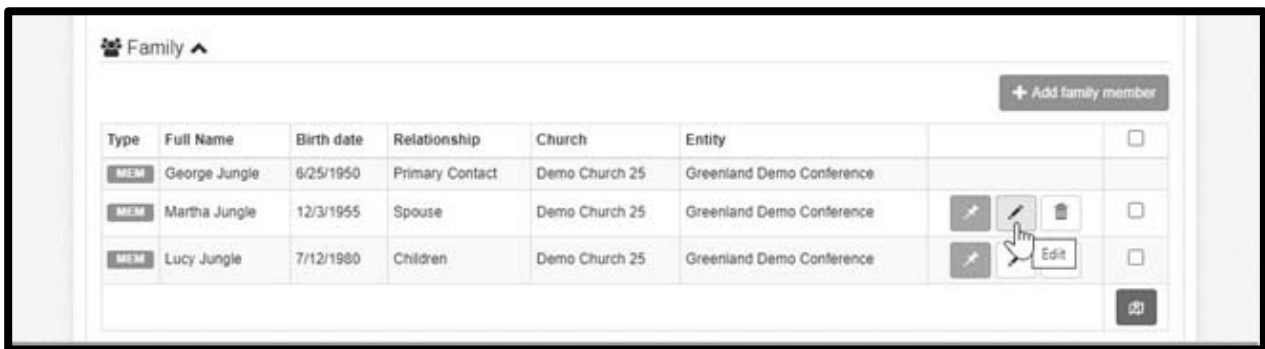
Type	Full Name	Birth date	Relationship	Church	Entity		
MEM	George Jungle	6/25/1950	Primary Contact	Demo Church 25	Greenland Demo Conference		✓
MEM	Martha Jungle	12/3/1955	Spouse	Demo Church 25	Greenland Demo Conference	🔍 ✎ 🗑	✓
MEM	Lucy Jungle	7/12/1980	Children	Demo Church 25	Greenland Demo Conference	🔍 ✎ 🗑	✓

Footer: AcmsneL.org is an Official System of the Seventh-day Adventist Church · Privacy Policy · Version 1.250.1
 District: District 3 - GDC
 Church: Demo Church 25

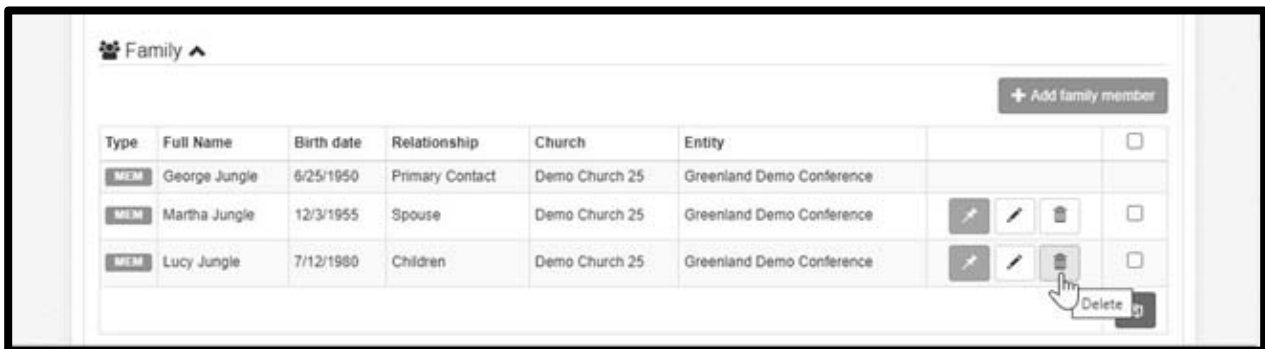
To check on the address of a family member, simply click on the **Pin** button:



To edit a family member record, simply click on the **Edit** button by that person's name and the form will switch to their record:



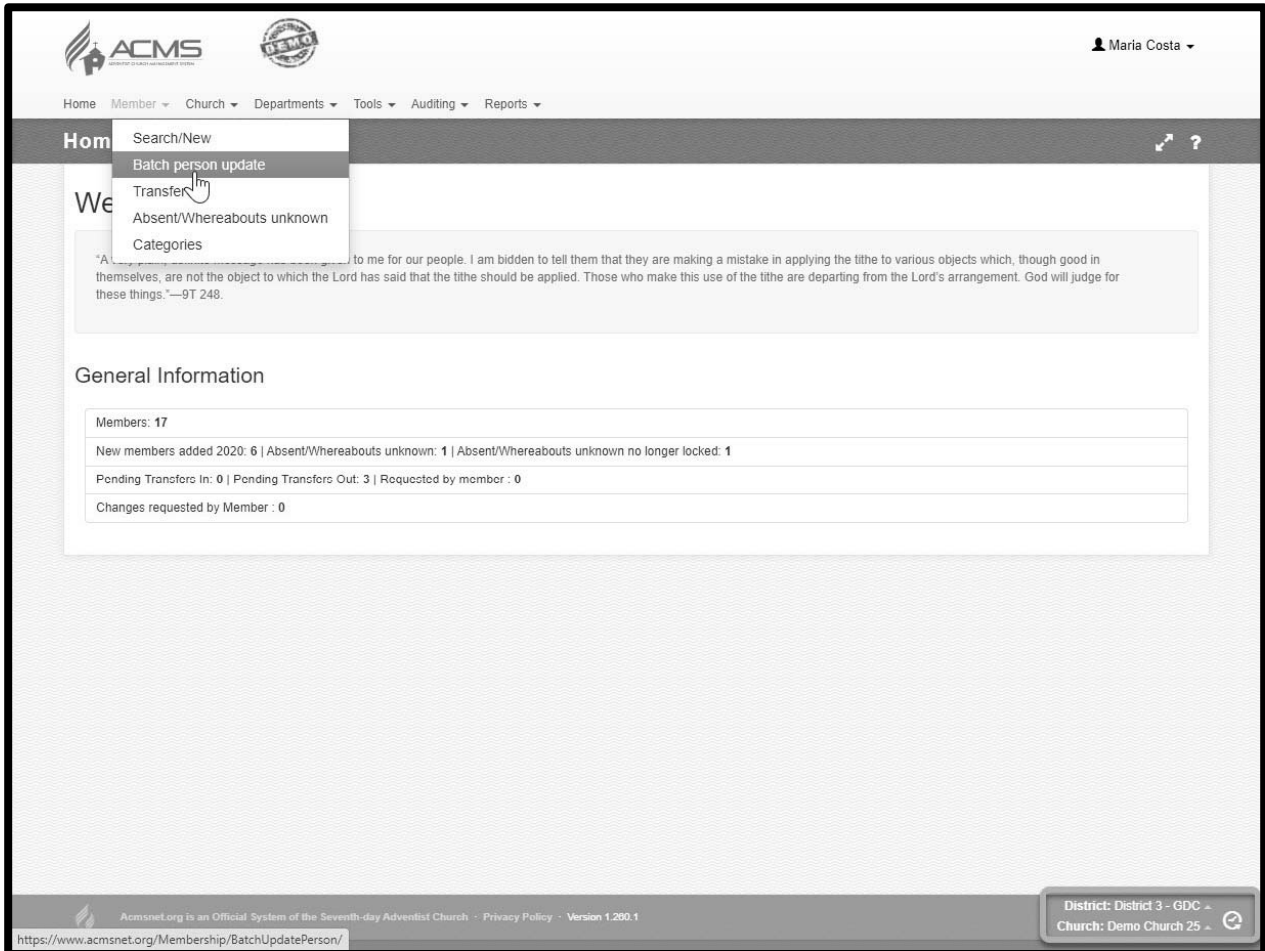
Should an individual no longer be part of the family unit, unlinking them is as simple as clicking the **Delete** button. They will no longer be linked to this family unit:



10. BATCH PERSON UPDATE

This feature allows the church clerk to **Load** all the individuals associated with their church into a “grid” to facilitate multiple updates to phone, email, and address information.


The **Batch person update** feature is accessed from the **Member** menu. This feature is only available at the local church level, so verify that you are accessing ACMS from the correct level (check access level from the lower right corner of the screen):



Make your selection of **Person type**, **Update type**, and **Order by** and then click the **Load** button. Selecting the **Blanks only** option will exclude person records which already have the selected information:



To add or change a record's information click the **Edit** button:



















ACMS  Maria Costa

Home Member Church Departments Tools Auditing Reports

Member
Batch person update

Person type: Select Update type: Phone/email Blanks only Order by: Last Name

PR MEM INT PER

Image	Type	Code	First Name	Last Name	Phone	Mobile Phone	Work phone	Email	
	MEM	17933127	Bob	Chase	777-123-1212	787-454-3686	767-583-2874	BobChase@BCh.com	
	MEM	17959143	George	Cluny	787-987-4832	777-353-5948	767-838-5678	GCluny@noemail.com	
	MEM	6157612	Anna	Cordia					
	MEM	6147543	Maria	Costa				acms.church25314@hotmail.com	
	MEM	17959119	Fred	Flintstone					
	PER	10900295	Douglas	Harper					
	MEM	6157607	Carlos	Hernandez					
	PER	18113908	Art	Johnstone					
	MEM	17960388	Martha	Jungle					

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District: District 3 - GDC Church: Demo Church 25

Once the desired updates have been made to a record, click the **Save** button:

ACMS Quick Start Manual - Local Church membership.adventist.org/quickstart December 2020

Member
Batch person update

Person type: Select
Update type: Phone/email Blanks only
Order by: Last Name

PR MEM INT PER

Image	Type	Code	First Name	Last Name	Phone	Mobile Phone	Work phone	Email	
	MEM	17933127	Bob	Chase	777-123-1212	787-454-3686	767-583-2874	BobChase@BCh.com	
	MEM	17959143	George	Cluny	787-987-4832	777-353-5948	767-838-5678	GCluny@noemail.com	
	MEM	6157612	Anna	Cordia	<input type="text" value="787-454-3686"/>	<input type="text" value="787-454-5498"/>	<input type="text" value="767-583-2824"/>	<input type="text" value="smiles@noemail.com"/>	Save
	MEM	6147543	Maria	Costa				acms.church25314@hotmail.com	
	MEM	17959119	Fred	Flintstone					
	PER	10900295	Douglas	Harper					
	MEM	6157607	Carlos	Hernandez					
	PER	18113908	Art	Johnstone					

District: District 3 - GDC
Church: Demo Church 25

Selecting the **Blanks only** option hides the records with completed information (in this case the first three records with completed information):

Member
Batch person update

Person type: Select
Update type: Phone/email Blanks only
Order by: Last Name

PR MEM INT PER

Image	Type	Code	First Name	Last Name	Phone	Mobile Phone	Work phone	Email	
	MEM	6147543	Maria	Costa				acms.church25314@hotmail.com	
	MEM	17959119	Fred	Flintstone					
	PER	10900295	Douglas	Harper					

Here is an example of the **Batch person update** with the **Street Address** form:

The screenshot displays the 'Batch person update' interface in ACMS. At the top, there is a navigation menu with options: Home, Member, Church, Departments, Tools, Auditing, and Reports. The user profile for Maria Costa is visible in the top right corner. Below the navigation, the page title is 'Member Batch person update'. There are filters for 'Person type' (MEM, INT, PER) and 'Update type' (Street Address). An 'Order by' dropdown is set to 'Last Name'. A 'Load' button is present. The main area contains a table of member records. The first row is highlighted, and a 'Save' button is shown over it. The table columns are: Image, Type, Code, First Name, Last Name, Address, Address line 2, Postal code, Country, and City. The footer contains ACMS branding, version information (1.200.1), and a 'Privacy Policy' link.

Image	Type	Code	First Name	Last Name	Address	Address line 2	Postal code	Country	City
	MEM	17933127	Bob	Chase	798 Hero's Blvd		77712	Greenland	Nuuk-GL
	MEM	17959143	George	Cluny				Select	Select count
	MEM	6157612	Anna	Cordia				Select	Select count
	MEM	6147543	Maria	Costa				Select	Select count
	MEM	17959119	Fred	Flintstone				Select	Select count
	PER	10900295	Douglas	Harper	2134			Brazil	Artur Nogue
	MEM	6157607	Carlos	Hernandez				Select	Select count
	PER	18113908	Art	Johnstone				Select	Select count

11. GLOSSARY

<u>Term</u>	<u>Definition</u>
Abbreviation	The abbreviation for an entity as set up in ACMS.
Absent/Whereabouts unknown	Used in ACMS to designate individuals who cannot be located by their congregation. This identification is part of a two-year process which either ends in locating the absent member or in voting to designate them as missing.
Access status	A choice visible when setting up some positions/officers to allow the person access to use the ACMS program.
Active (congregation or entity)	A status of "Active" means that an entity is operational. For example, a congregation with an active status is an open congregation, conversely if a congregation is inactive, then the congregation is closed.
Active (individual)	Indicator that the individual is currently on the membership records of their church as a member. This is not a reflection of their participation in church activities; just an indicator that they are a current member -- they have not been removed from membership for any reason.
Adjust out	An adjustment of an individual's member status to inactive -- no longer a member. Used infrequently, it is available to resolve prior clerical errors.
Adjustment	A change in the individual record, either adding into or removing from membership. Used infrequently, but appropriate when resolving a clerical error.
Background check	Typically, a security check required to be recorded before individuals can volunteer in certain positions, most often in positions involving working with children.
Baptism	As defined in the <i>Church Manual</i> .
Batch	Processing records in quantity.
Category	Used interchangeably with "classification" in ACMS, this field allows indicating a member's attendance level, i.e., "Attends regularly", "Does not attend regularly", etc.
Censure	The process of recording a vote of disciplinary action for a member as outlined in the <i>Church Manual</i> .
Ceremony	How a member was received into membership. See <i>baptism, adjustment, profession of faith, and rebaptism</i> .
Church	For purposes of ACMS a church is an organized church according to the <i>Church Manual</i> .

<u>Term</u>	<u>Definition</u>
Classification	Used interchangeably with "category" in ACMS. This field allows indicating a member's attendance level, i.e., "Attends regularly", "Does not attend regularly", etc.
Code	A unique number assigned automatically to each record, e.g., member, church, district, region, and entity records.
Company	An organized company is a precursor to an organized church.
Conference or Union Church	Typically, a congregation which holds the membership of isolated members, individuals in a company not connected to a mother church, or loyal members of a dissolved or expelled church who desire to retain their membership in the Church.
Deceased	A person who has died.
Department	A division of the church organization such as Secretariat, Sabbath School, Family Ministries, Communication, etc.
District	A grouping of churches defined for an administrative purpose. In ACMS it is typically used to designate a church or group of churches assigned to one pastor or pastoral team.
Dropped	As defined in <i>Church Manual</i> . See " <i>Removed</i> ".
Duplicate	Multiple active member records referring to the same individual.
Education	The highest level of education the individual has achieved.
Entity	Administrative organizational units including Conference, Mission, Union, Union of Churches, Division, and General Conference.
Entity/Level	Specific entity or congregation that you will be working with.
External church	A church in a union that is not using the ACMS system.
Family	A group consisting of parents and children, including at times extended relatives, living together in a household.
Filter	A process to choose a smaller part of your data set and using that subset for viewing or analysis.
First name	A given name (also known as Christian name or forename), potentially with a middle name included.
Full name	In ACMS "Full name" defaults to First name + Last name, but can be updated independently, whereupon it functions independently of First and Last name fields.
Home	Program starting page
Interest	An interest is an individual who is connected to a congregation as a visitor, attendee to special programs, etc. Typically, a pre-Adventist individual that has actively expressed interest in the local congregation.
International name	Passport version of the name.

<u>Term</u>	<u>Definition</u>
Known as	A name other than the legal name a person goes by, e.g., Phillip goes by Phil.
Last name	The name borne in common by members of a family (also known as surname and family name).
Local	Belonging or relating to a particular area or unit. In ACMS it means an individual is part of the congregation or entity which is in view.
Member	An individual that belongs to the Seventh-day Adventist Church.
Menu	The headings at the top or side of the page, with sub-items.
Minute number	A designation identifying a record of an action of a committee.
Missing	An individual who had been a member but whose whereabouts is unknown and after a two-year process has been taken off the church membership rolls by a vote designating them as "missing" as outlined in the <i>Church Manual</i> .
Pastor	As defined by the local conference and may be actively ministering to a congregation or group of congregations.
Period	Monthly time periods that need to be opened and closed for statistical purposes.
Person	An individual that is not a member, but passively associated to a congregation through a family member or was previously an Adventist that has been removed from church membership for some reason.
Phonetic spelling	Spelling words the way they sound. In ACMS selecting "use phonetic spelling" broadens the search results.
Position	A post or area of official responsibility within an organization.
Previous name	A name used before, e.g., the maiden name, previous married name, etc.
Profession of Faith	As defined in <i>Church Manual</i> .
Rebaptism	As defined in <i>Church Manual</i> . <i>NOTE: In ACMS rebaptism signifies that an individual was removed from membership of the Seventh-day Adventist Church for some reason and subsequently rejoined the church through baptism.</i>
Region	Groupings of districts.
Removed	As defined in <i>Church Manual</i> .
Roles	The function(s) assumed by a person.
Tags	A label attached to someone or something for the purpose of identification or to give other information such as committee membership, skill sets, or group membership.
Tools	Additional functionalities.

<u>Term</u>	<u>Definition</u>
Transaction	An action that results in a reportable statistic such as death, transfer, dropped, baptism, etc.
Transfer	The process of moving an individual's membership record from one congregation to another.
Two-factor authentication	When this is enabled, you will be required to enter your password AND a separate code that will be displayed in your additional security app, most often on your phone. Recommended for all users. If you need assistance setting this up, talk to your local IT support.
User	A person who has been given access to use ACMS with a specific role.

Congratulations!
Now that you have learned the basics,
Go ahead and experiment with the Tools and Reports menu options –
there are many more features available to you.