



## Transfer of Church Membership

# Letter of Transfer

Valid for three months from the date below

Date \_\_\_\_\_ *(Date this form is completed)*

From the \_\_\_\_\_ Seventh-day Adventist Church

To the \_\_\_\_\_ Seventh-day Adventist Church

We cordially recommend to your fellowship and care

\_\_\_\_\_ *(Name of person transferring)*

a member of this church in good and regular standing, who is now residing at

\_\_\_\_\_ *(Address of person transferring)*

\_\_\_\_\_

\_\_\_\_\_

and wishes to unite in fellowship with you.

On behalf of the church,

Signature \_\_\_\_\_ *(Signature of Sending Church Clerk)*

Name \_\_\_\_\_ *(Name of Sending Church Clerk)*

Address \_\_\_\_\_ *(Address of Sending Church Clerk)*

\_\_\_\_\_

\_\_\_\_\_

Notes to Sending Church Clerk:

This form should only be filled in after a written request for transfer has been received and the church has voted to allow the person to transfer out.

Please supply full Christian names if known, otherwise initials. In the case of a married couple, please fill in a separate transfer form for each person.

Please also send the blank confirmation letter below for them to return to you.



SEVENTH-DAY  
ADVENTIST  
CHURCH

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# Confirmation Letter

Date \_\_\_\_\_ *(Date this form is completed)*  
From the \_\_\_\_\_ Seventh-day Adventist Church  
To the \_\_\_\_\_ Seventh-day Adventist Church

This is to certify that

\_\_\_\_\_ *(Name of person transferred)*

recommended by you to us in a letter dated

\_\_\_\_\_ *(Date on the letter of transfer)*

was on the

\_\_\_\_\_ *(Date that receiving vote was taken)*

received as a member of our church.

Signature \_\_\_\_\_ *(Signature of Receiving Church Clerk)*

Name \_\_\_\_\_ *(Name of Receiving Church Clerk)*

Notes to Receiving Church Clerk:

Immediately after the admission to your church of the member named in the above letter, please fill out this confirmation letter and send it to the clerk of the church from which the member is received.

Remember that the transfer of membership is not completed until this confirmation letter is completed and returned and the information it contains is entered in the record of the church from which the member comes. Any delay on your part may lead to confusion in the business of the churches and errors in the Conference or Mission statistics.

It is the date that the receiving vote is taken that defines the actual date of transfer.