

Instructions for Taking Attendance at Sabbath School and Church

Every church, company and group must report weekly attendance of Sabbath school and church. The counts need to include all adults, children (regardless of age), Adventist and non-Adventist visitors.

Accuracy is essential as other reports, analysis and research will be based on these figures. The data collected helps provide a comprehensive look at the health of the denomination that will guide leaders at various levels and facilitate planning and pastoral care by the local church.

Attendance data is to be an accurate summary of local worship and Sabbath school attendance. The church clerk should maintain permanent records.

Church Attendance

Church attendance should be recorded at the beginning of the sermon, and should be conducted in the same manner and at the same time every Sabbath to ensure accuracy and consistency across the division.

Sabbath School Attendance

Sabbath school attendance should be recorded just prior to dismissal, to include both late-comers and those who may leave SS early to get their children or prepare for other church matters. The count should be conducted in the same manner and near the same time each week, to ensure accuracy and consistency across the division.