

Record Keeping

Keeping records is very important so that present facts are accurately reported and retained for future reference.

A. Records to be Sent to the Conference Office and Given to Successor Upon Retirement

1. Ordination and licensing plans, procedures, Ministerial Leadership Information forms (MLI), background clearances, Credential Activity forms, doctrinal statements, and other related materials.

B. Records the Bishop Keeps for Himself

The bishop should have a good orderly filing system that is uniquely his.

1. His personal diary of activities including appointments, visits, sermons, etc.
2. Minutes of all meetings and correspondence related to his assignment.
3. All official statements made to congregations, especially related to discipline.
4. Copies of decisions made on issues.
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6. Articles, sermon outlines, sermon suggestions, news items, illustrations, biblical subjects, etc.
7. A file for each congregation in his district which includes all papers and materials of importance to that congregation.

B. Recordings that the Bishop May Delegate to Others

1. Membership Records:
He should encourage congregational leaders to keep up-to-date membership records. The bishop could review these records annually with the leadership team.
2. Congregational Records:
Persons in each congregation should be assigned the responsibility of recording and filing all congregational life and history. This should include church bulletins, records of Sunday school, vacation Bible school, and church attendance; Sunday evening and special service programs; all offerings and contributions; baptisms; weddings; funerals; child dedications; anniversaries; youth and senior citizen activities, etc.
3. The **Lancaster Mennonite Historical Society** can provide information and counsel in record keeping, filing, and reporting.