PREAMBLE: For St. Paul's to be effective in serving its members, an accurate and current listing of members must be maintained.

POLICY: An accurate and current list of St. Paul's will be maintained and available to its members and staff.

APPROVED: Worship Committee

DATE: July 1, 2003

GUIDELINES:
1. A listing of St. Paul's members will be maintained in a database on a computer in the church office. The database will indicate whether a member is active or inactive.
2. Members will be added to the database when requested by the member directly or when requesting a Givings Number.
3. Unless otherwise requested, members are added to the database as family units.
4. The database will be updated by staff, or designate, as directed by the Worship Committee.
5. The Worship Committee will base its direction on information provided to it by a visitation, by an elder, or by the staff.
6. Generally speaking, church contacts (visitations, mailings, Messenger) will go to those members designated as active.
7. An active member is defined as a member who:
   a) attends church; and/or
   b) provides either time, talent or treasure; and/or
   c) welcomes visits.
8. An inactive member is defined as a member who:
   a) does not attend church; and
   b) does not support the church; and
   c) does not wish visits; and
   d) wants their name to be kept in the database.

EFFECTIVE DATE: July 1, 2003