

Updating Officers

TIP: Use "search" to find and select the Organization. The Officers are listed on the lower part of the Organization's page.

Officers for churches, schools, conferences, etc. are displayed on the **Organization** page. Each officer has individual settings for email, phone and address. These settings are used for any office-related lists -- Conference Directory, Officer Labels, Mailing Lists. If your eAdventist account includes "access" to the organization, an "i" icon ("info") will be displayed beside each officer's name to provide a quick way to view their current settings.

The "Change Date" column indicates the "freshness" of each officer record.

The screenshot shows the eAdventist interface for an organization. The left sidebar contains navigation options: HOME, PEOPLE, CONTACTS, ORGANIZATIONS (highlighted), search, attendance, church labels, school labels, officer labels, request new, SUBSCRIPTIONS, REPORTS, and ADMIN. The main content area is titled 'ORGANIZATION' and displays details for Meadow Glade SDA Church. The 'Officers' tab is selected, showing a table of officers with columns for #, OFFICE TITLE, CUSTOM TITLE, NAME, MEMBER OF, MEMBER STATUS, and CHANGE DATE. The table lists five officers, including Rick Bowes (Senior Pastor) and others. The page also includes a map of the church location and various utility buttons like 'Print Envelope' and 'Edit Organization'.

#	OFFICE TITLE	CUSTOM TITLE	NAME	MEMBER OF	MEMBER STATUS	CHANGE DATE	
1	Pastor	Senior Pastor	Bowes, Rick	Meadow Glade SDA Church	Member	06/16/2015	delete
2	Pastor - Associate		Bollin, James E	Meadow Glade SDA Church	Member	06/16/2015	delete
3	Pastor - Associate		Lee, Jannafer C	Meadow Glade SDA Church	Member	02/11/2015	renew delete
4	Pastor - Associate		Smith, David T	Meadow Glade SDA Church	Member	06/16/2015	delete
5	Elder - 1st		Hamby, Kathy	Meadow Glade SDA Church	Member	09/30/2014	renew delete

Adding

Is the officer replacing another officer already listed in eAdventist? If "yes", see Replacing/Updating (#change) below. Otherwise, click the "New Office" button to enter a new officer.

The screenshot shows the 'NEW OFFICER' form in the eAdventist system. On the left is a navigation menu with categories: HOME, PEOPLE, CONTACTS, ORGANIZATIONS, search, attendance, church labels, school labels, officer labels, and request new. The main form area has the following fields:

- Office title:** A dropdown menu with 'Elder' selected.
- Custom title:** A text input field containing 'Elder - Visitation' with a note '(replaces office title)'.
- Officer:** A dropdown menu with a 'Select person' link.
- Email:** Radio buttons for 'Personal' (selected) and 'Other'.
- Phone:** Radio buttons for 'Home' (selected), 'Mobile', 'Organization' (with value '360-687-2265'), and 'Other'.
- Mail:** Radio buttons for 'Home' (selected) and 'Organization'.

At the bottom right of the form are 'Cancel' and 'Save' buttons. In the top right corner, the eAdventist logo is displayed with the tagline 'technology for churches', along with 'help', 'Brian Ford | Logout', and 'Updated:'.

On the "New Officer" page, select an "Office title". If the officer's title is a variation on one of the titles in eAdventist, select the closest "Office title" and use "Custom title" to enter the variation.

Finally, indicate which email address, phone number and mailing address the officer wishes to use for any communications related to their office.

Replacing/Updating

To update a current officer or enter his/her successor, click on the officer's title (e.g. "Pastor") in the "Office Title" column. Select the appropriate person and update the email, phone and address settings, if necessary.

Deleting

Click the "delete" link to remove an officer from the list. eAdventist will ask you confirm each deletion, since deletions cannot be undone.

Renewing

When an officer is continuing for an additional term, just click the "renew" link to update the "Change Date" column.

NOTE: The "renew" link only shows 10 months or more after the "Changed" date.

PEOPLE

CONTACTS

ORGANIZATIONS

search

attendance

church labels

school labels

officer labels

request new

more...

SUBSCRIPTIONS

REPORTS & TOOLS

ADMIN



ORGANIZATION

help
Brian Ford Logout

Name: Dallas International SDA Church

Legal name:

Alternate name:

OrgCode: ANWFDH

Parent: Texas Conference

Type: Church

Mother church: Not assigned

Active?: Yes

Online transfers?: Yes

Status: Online

Ethnicity: African

Languages: English

Region: Dallas North

People: 81 members • 0 nonmembers

Addresses Street Mail/PO Box Shipping

Valid ⓘ

9150 Church Rd
Dallas TX 75231-4852
USA

[Google Maps](#) 📍

Phones 469-650-1508 (main)

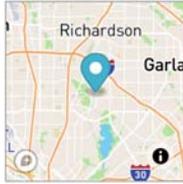
Updated: 08/03/2020 10:21 AM (Rubi Gomez)

Created: -

[History](#) [Print Envelope](#) [Edit Organization](#)



[change](#) [delete](#) [view](#)



[Officers](#) [Directory](#) [Contacts](#) [Historical](#) [eAdv Search](#) [Mission Groups](#) [Notes](#) [Graphs](#) [Reports](#)

[New Office](#) [Officers list](#) 📄

#	OFFICE/CUSTOM TITLE	NAME	MEMBER OF	STATUS	CHANGED	
1	Pastor	[blurred]	Dallas New Life SDA Church	Member	10/30/2019	renew 🗑️
2	Elder	[blurred]	Dallas International SDA Church	Member	10/30/2019	renew 🗑️
3	Elder	[blurred]	Dallas International SDA Church	Member	10/30/2019	renew 🗑️
4	Elder	[blurred]	Dallas International SDA Church	Member	10/30/2019	renew 🗑️
5	Clerk	[blurred]	Dallas International SDA Church	Member	08/24/2018	renew 🗑️
6	Clerk - Assistant	[blurred]	Dallas International SDA Church	Member	10/31/2019	renew 🗑️
7	Clerk - Assistant	[blurred]	Dallas International SDA Church	Member	10/31/2019	renew 🗑️
8	Treasurer	[blurred]	Dallas International SDA Church	Member	07/30/2020	🗑️