

Directions for Recording.

- 1st. Record the membership, by households, in alphabetical order as it was at the time of the last statistical report and number the households, drawing a line between the numbers.
- 2nd. Fill out columns 3, 4, 11, 12, 13, 14 and 15 where it is possible either from former records or from individual information. (Keep these columns filled out as new members are received.) and classify by straight marks in columns 5 to 10. At the close of the list of names write the number of members last reported as a basis for next report.
- 3rd. Keep a list of all members received during the year on a loose sheet until the close of the year; then record in alphabetical order as an *Appendix*. If additions have been made by birth or request to any household already recorded, write the name in the appendix and in column opposite the name write the number of the household to which he belongs, enclosed in parentheses, and write the page of the appendix just beneath the number of the household, enclosed in parentheses. (See Benson in sample page.)

Directions for Making Statistical Report.

The Monthly Meeting Clerk should call together the Recorders in each congregation and obtain information of Births, Deaths and Non-residents in the limits of each congregation, and harmonize the several records with the Monthly Meeting minutes, noting any changes which may have occurred in columns 7, 8, 9, and 10, by a minor becoming an adult, a non-resident a resident or an associate an active member.

All gains will be found in the appendix for the year. All losses will be obtained by observing the dates in column 10 which come within the statistical year and they can be easily classified from column 17. Add the *gains* to the number reported last year and subtract the *losses* from the sum and you have the membership for the current year.