



EVANGELICAL LUTHERAN CHURCH
IN SOUTHERN AFRICA
SOUTH EASTERN DIOCESE
DURBAN CIRCUIT

DURBAN CENTRAL PARISH

Parish Office
43 Milne Str.
Cnr Milne/Shepston Rd.
4001 Durban

www.elcsadurban.co.za

Church Membership Application Procedures

1. Any congregation member welcomes the persons who wants to join the congregation and **refers him/her to the relevant council member** (see “Duties of Council members” – council chooses one of the following):
Deputy chairperson (welcomes new members) or **Secretary** (contacts Pastor in charge) or **Deputy secretary** (keeps records of baptisms, etc.)
2. All applicants must see the Pastor in charge. They must bring their baptism and confirmation certificates – even if coming from another denomination (Catholic, methodist, etc.). They must bring a referral letter, if they come from another Lutheran congregation. If they do not come from another Lutheran congregation they will receive teaching on the Lutheran Faith and will be received in the Sunday Service with a special liturgy.
3. The Council member who is responsible (see 1.)
 - a. **explains the applicable procedure to the applicant (see 2)**
 - b. gives him/her the **membership application form** and
 - c. **informs Pastor** in charge of the request
4. The applicant **contacts Pastor** in charge to arrange a date for new members instruction.
5. New members **instruction is done by the Pastor** in charge. The applicant brings all relevant documents (referral letter, baptism and confirmation certificates) to the meeting. The Pastor in charge signs the membership application form and notes any outstanding issues and where applicable (see 2) sets a date for the service of receiving the new member.
6. The **secretary**, having received the application form signed by the applicant and the pastor in charge, sees that **any outstanding issues are sorted**, before preparing and **handing the membership ticket and offering envelope to the applicant**.
7. The **deputy secretary records the new members details** (from the signed application form) in the congregational membership and offering registers.
8. All new members are officially introduced to the congregation during announcements.



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Membership Application Form

Name of congregation:

Surname:

Names:

Date and place (town) of birth:

Date and place of Baptism:

Date and place of Confirmation:

Marital status

Residential and Postal Address:

Cellphone:

Tel - Landline:

e-mail:

Signed by applicant:

Date:

For office use only

(please circle the applicable term)

- Membership application is approved/ approved conditionally/ not approved
- Outstanding – 2nd instruction session/ referral letter/ baptism certificate/ confirmation certificate/ other:
- Date of receiving new member in the Sunday service:

Signed

Date:

----- (Pastor in charge)

Outstanding issues sorted

Signed

Date:

----- (Secretary)