

ABF Rosters Procedures

- What are rosters?
 - Rosters are essentially attendance sheets for ABFs. They are a simple way to track those that have been to your ABF, as well as how many times they have come.
- Why the need for rosters in ABFs?
 - ABF rosters are an important component in caring for its attenders! Rosters will help the ABF leadership welcome new attenders and follow up with those who have not been in attendance for whatever reason. People want to feel valued and cared for. Rosters help achieve that.
- Who should keep these rosters?
 - A designated person (or persons) in each ABF keeps a roster of everyone in attendance that week. This is done at every class meeting. If this person is not the care leader, they would serve in collaboration with him/her in following up with those that have not been in recent attendance.
- When is someone added to the class roster?
 - All ABF visitors will fill out an info card. On the card the visitor can mark if they'd like to be added to the roster. They will also be asked by the person in charge of rosters after three weeks of attendance if they'd like to be added to the roster.
 - **OR**... All ABF visitors will fill out an info card. Once they fill out the card they will automatically be added to the roster.
- When is someone removed from the class roster?
 - If some asks to be removed, they are removed. If they leave the church or area they are removed. If they have not been in regular attendance, as determined by the leader (generally, if they attend less than once a month they are not in regular attendance).
- How often should rosters be updated?
 - Rosters should be updated every six months, removing those that are no longer in regular attendance.