

ABF Rosters Procedures

- What are rosters?
 - Essentially, rosters are 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 ABF's 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 called the connecting partner (fka assimilation) keeps a roster of everyone in attendance that week. This is done at every class meeting.
 - When taking attendance, it should never be done aloud and out in the open, but instead silently. Some people don't appreciate being "kept track of."
 - If the connecting partner 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 (these are the **triplicate** forms in your ABF folder). On the card the visitor can mark if they'd like to be added to the roster. They will also be asked by the connecting partner **after three weeks of attendance** if they'd like to be added to the roster.
- When is someone removed from the active 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 quarter** they are not in regular attendance) they are also removed.
 - Once someone is removed from the active class roster, they should be added to an "alumni" roster (not, however, those who asked to be removed!) which could be utilized as an invite list to special ABF events (i.e., picnics, Christmas parties, serving opportunities, etc).
- How often should rosters be updated?
 - Rosters should be updated **every six months** (Dec 15 & May 15), removing those that are no longer in regular attendance.