

20\_\_\_ Reading of  
20\_\_\_ CHURCH REGISTER

GRN

CHURCH \_\_\_\_\_ CLERK \_\_\_\_\_ REGION \_\_\_\_\_

EXAMINER \_\_\_\_\_ DATE \_\_\_\_\_

Every session shall maintain rolls of members and each session shall maintain the following roll and registers:

a. Membership Roll

There shall be rolls of baptized, active, affiliate members and other participants in accordance with G-1.0401, G-1.0402, G-1.0403 and G-1.0404. The session shall delete names from the roll of the congregation upon the member's death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The session may delete names from the roll of the congregation when a member so requests, or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity.

b. Registers

There shall be registers of baptisms authorized by the session, of ruling elders and deacons, of installed pastors with dates of service, and such other registers as the session may deem necessary.

A. Approved without exceptions. B. Approved with exceptions listed below: C. Not approved.

|     | Requirement                                                                                                                                                                                                                                                                                                                                                                      | Page/Tab | ✓ |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---|
| 1.  | The name of the church should be inscribed on the outside of the register or on the first page.                                                                                                                                                                                                                                                                                  |          |   |
| 2.  | <u>Roll of Teaching Elder</u> : All Pastors, Associate Pastors, Stated Supplies are to be listed chronologically showing <u>ordination</u> date, <u>installation</u> date, and <u>termination</u> date for each Pastor.                                                                                                                                                          |          |   |
| 3.  | <u>Roll of Ruling Elders</u> : List <u>ordination</u> date, <u>installation</u> date and subsequent re-election until continuous service ends. When re-elected after inactivity, enter on a new line again, noting the ordination date and installation date.<br><br><i>Enter the date of termination of service under "Record of Service," if register includes this entry.</i> |          |   |
| 4.  | <u>Roll of Deacons</u> : Same as Ruling Elders                                                                                                                                                                                                                                                                                                                                   |          |   |
| 5.  | <u>Roll of Trustees (If bi-cameral)</u> : Enter date of election and any subsequent re-election on same line. After a period of inactivity enter the name on a new line, and enter the date on which the terms ends for each trustee.                                                                                                                                            |          |   |
| 6.  | <u>Alphabetical and Chronological Roll</u> : It is most helpful for Registers to contain a list arranged chronologically by date of reception and alphabetically according to the first letter of the last name.                                                                                                                                                                 |          |   |
| 7.  | <u>Roll of Members</u> : Enter each member in consecutive chronological order. Enter the member's full name. Married women should be entered:<br><br>Mary Clay Smith (Mrs. Charles J. or widow of Charles J.)                                                                                                                                                                    |          |   |
| 7a. | When a woman changes her name by <u>marriage</u> , after entry here, note the fact under "remarks" and enter her new name and her present number in the alphabetical index.                                                                                                                                                                                                      |          |   |
| 7b. | If a member is <u>transferred</u> to another church, give the name of the church and the date of transfer.                                                                                                                                                                                                                                                                       |          |   |

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|     | <b>Requirement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Page/Tab</b> | <b>✓</b> |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------|
| 7c. | <u>Disciplinary action</u> of any kind must show the section of the Book of Church Discipline under which action was taken, and the date of the action of Session.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |          |
| 8.  | <u>Roll of Affiliate Members</u> : Members who establish temporary local residence within the bounds of a church, may have their names placed upon the roll of Affiliate members in accordance with the provision of the Book of Order G-3.0204. Affiliate members enjoy all the privileges of full membership except the right to vote.                                                                                                                                                                                                                                                                                                            |                 |          |
| 9.  | <u>Roll of Other Participants</u> : Names shall be placed upon this roll by action of the Session. The chronological number, full name and date of Session action shall be entered G-3.0204. The notation as to the specific chapter and paragraph of the Book of Order which applies shall be noted in the chronological roll under "remarks" on the line on which the member's name is recorded.                                                                                                                                                                                                                                                  |                 |          |
| 10. | <u>Roll of Baptized Members (Including infants and children)</u> : The full name of the child shall be entered together with the names of the <u>parents</u> , date of <u>birth</u> of child, <u>place of birth</u> (city and state), <u>date of baptism</u> , <u>place of baptism</u> , and the officiating minister.<br><br>The date of removal of the name from this roll shall be indicated, showing whether removal is by certificate to another church, admission to full Communion, or by death.<br><br>The names of children who have been baptized and whose parents transfer their membership to the church are to be added to this list. |                 |          |
| 11. | <u>Record of Adult Baptism</u> : Indicate the chronological number of the person receiving adult baptism inasmuch as adult baptism may not be administered except in connection with reception into membership. The <u>full name</u> of the person at the time of baptism, <u>parents' names</u> , and the <u>date of birth</u> of the baptized are to be recorded.                                                                                                                                                                                                                                                                                 |                 |          |
| 12. | <u>Register of Marriages</u> : Show the full names of the couple, traditionally a <u>man</u> and <u>woman</u> , their address at the time of the marriage, the <u>date</u> and <u>place</u> of marriage, the number of the certificate issued by the State, permitting the marriage to be performed, if by a minister of the church. This roll shall include the names of those who are not members of the congregation. Such names must be identified in some manner.                                                                                                                                                                              |                 |          |
| 13. | <u>Register of Deaths</u> : The chronological <u>number</u> of the deceased member shall be noted, the <u>name</u> of the deceased, the <u>place of residence</u> at the time of death, the <u>date</u> of death, and the <u>place of burial</u> , if by a minister of the church.<br><br>This roll shall include the names of those who are not members of the congregation. Such names must be identified in some manner. If non-member deaths are reported in the session minutes the inclusion of this data is optional in the register.                                                                                                        |                 |          |
| 14. | Miscellaneous exceptions as indicated below:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |          |

READING SITE \_\_\_\_\_

RECORD READING REPRESENTATIVE \_\_\_\_\_

APPROVAL CODE \_\_\_\_\_

**PLEASE INCLUDE PAGE # WITH EXCEPTIONS**