

of 2010 CHURCH REGISTER

CHURCH _____ CLERK _____ DISTRICT _____

EXAMINER _____ DATE _____

Every session shall maintain rolls of members as defined by G-5.0200, G-10.0302

___ A. Approved without exceptions. ___ C. Not approved.

___ B. Approved with exceptions listed below:

- ___ 1. The name of the church should be inscribed on the outside of the register or on the first page.
- ___ 2. Roll of Pastors: All Pastors, Associate Pastors, Stated Supplies are to be listed chronologically showing ordination date, installation date, and termination date for each Pastor.
- ___ 3. Roll of Elders: List ordination date, installation 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. Enter the date of termination of service under "Record of Service," if register includes this entry.
- ___ 4. Roll of Deacons: Same as Elders
- ___ 5. Roll of Trustees: 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. Alphabetical and Chronological Roll: 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. Roll of Active Members: Enter each member in consecutive chronological order. Enter the member's full name. Married women should be entered:

Mary Clay Smith (Mrs. Charles J. or widow of Charles J.)

- ___ a. When a woman changes her name by marriage, after entry here, note the fact under "remarks" and enter her new name and her present number in the alphabetical index.
- ___ b. If a member is transferred to another church, give the name of the church and the date of transfer.
- ___ c. Disciplinary action 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. Roll of Affiliate Members: 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-10.0302(4). Affiliate members enjoy all the privileges of full membership except the right to vote.

___9. Roll of Inactive Members: 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-10.0302(3)(a). 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. Roll of Infant Church Members or Baptized Children: The full name of the child shall be entered together with the names of the parents, date of birth of child, place of birth (city and state), date of baptism, place of baptism, and the officiating minister.

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.

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. Record of Adult Baptism: 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 full name of the person at the time of baptism, parents' names, and the date of birth of the baptized are to be recorded.

___12. Register of Marriages: Show the full name of the man and woman, their address at the time of the marriage, the date and place 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. Register of Deaths: The chronological number of the deceased member shall be noted, the name of the deceased, the place of residence at the time of death, the date of death, and the place of burial, 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. 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 _____

COMMITTEE REPRESENTATIVE _____

PLEASE INCLUDE PAGE # WITH EXCEPTIONS