

Active Members – Roll of persons who have been baptized, professed faith, received into membership of the church, and are participating in the church’s work and worship. Ordinarily, there are two distinct sections to the Active Roll: (1) the chronological list of members that also includes a very important chronological number given to new members as they are received into active membership, and (2) the alphabetical list of members. Depending on the format of the roll book, in at least one if not both sections, complete names should be recorded, the date of reception by the Session, and the manner of reception (i.e. Affirmation of Faith (including baptism if appropriate), Reaffirmation of Faith, or Letter of Transfer from another Christian Church). Also record date of removal from Active Membership Roll by Session due to death, transfer to another Christian church, placement on the Inactive Membership Roll, or deletion from the roll.

1. Are new members consistently listed in chronological order of their reception?

2. Date/manner of reception indicated for each person?

3. Date/reason for removal from Active Roll indicated?

4. Are names/locations of church of transfer included? Dates of death indicated?

5. If person was “restored” to Active membership (from Inactive) by Session, is date indicated?

6. Are reference numbers included with each member on the alphabetical list?

Inactive Roll – Persons who no longer actively participate in the church’s work and worship whose names have been removed from the Active Roll by action of the Session. Should include complete names and chronological number, date of Session action, and dates of final deletion or restoration to the Active Roll.

1. Are complete names listed including chronological number and date of Session action?
2. Are dates of restoration to Active Roll or deletion from Inactive Roll included?
3. Indication of Session review every 2 years?

Affiliate Members – Persons who are active members of another church (including non-Presbyterian) but who have temporarily moved away from that church’s community and who wish to temporarily associate with the local church. Affiliate membership must be reviewed and renewed every two years by action of the Session. Roll must include complete name, date of affiliation, name/location of home church, date of renewal, and date of return to home church by action of Session. Session must have received a letter of “certificate of good standing,” (indicating active membership) issued by home church.

1. Are complete names listed including name/location of home church?
2. Are dates of Session action listed, including receipt of certificate, renewal, and return to home church?
3. Indication of Session renewal every two years?

-Registers of the Church-

Register of Marriages – Includes marriages of members (including those conducted in another church by other clergy), all marriages conducted by the church’s clergy, and any marriages conducted on church property. (Note: This is a register of “new” marriages that occur in the life of the congregation; it is not a roll in which every member’s marriage date/place is recorded.)

1. Are complete names listed, including date of marriage, where conducted, and officiating clergy?

2. Are marriages held off church property but conducted by church’s clergy recorded?

Register of Baptisms – Includes all baptisms conducted by church’s clergy on church property. Must include complete name of recipient (infant baptisms must include parent s’ names including mother’s maiden name), date of birth and date of baptism. Registers may require name of officiating clergy. It may be prudent to indicate gender (M/F) if name is ambiguous.

1. Does register include complete names, including date of birth?

2. If infant baptism, are parents’ names listed, including mother’s maiden name?

3. Are baptism dates and clergy names recorded?

4. Are names of adults who have been baptized subsequently entered on the chronological roll/alphabetical roll (Active Roll)?

Register of Pastors – Includes names of every pastor, co-pastor, associate pastor, interim pastor, interim associate pastor, assistant pastor (no longer a valid call), stated supply, designated pastor, parish associate, and commissioned lay pastor (action of presbytery), that has served the church.

1. Are complete names listed including dates of service?
2. Is position listed properly (“pastor,” “interim pastor,” “parish associate,” etc.)?

Register of Elders – Record of persons who have been ordained to the office of Elder. Must include complete name, the church in which the person was ordained, date of ordination, complete record of terms of service as Session member, and date of removal due to death, transfer of membership, renunciation of jurisdiction/vows, or deletion by Session action.

1. Are all of the presently active elders registered?
2. Are dates/churches of ordination properly recorded for each person, including transferred elders?
3. Are dates/terms of active service listed for each person?
4. Are dates of removal from register noted?

Register of Deacons – Record of persons who have been ordained to the office of Deacon. Must include complete name, the church in which the person was ordained, date of ordination, complete record of terms of active service on the Deaconate, and date of removal due to death, transfer of membership, renunciation of jurisdiction/vows, or deletion by Session action.

1. Are all of the presently active deacons registered?
2. Are dates/churches of ordination properly recorded for each person including transferred deacons?
3. Are dates/terms of active service listed for each person?
4. Are dates of removal from register recorded?