

## RECORD OF EXAMINATION OF **ROLLS AND REGISTERS**

Church Name \_\_\_\_\_ For the Year \_\_\_\_\_

**Clerk of Session:** Please fill in the **minutes page** number to show where in the minutes Session’s action matching the entries in the Rolls and Registers can be found. Nothing should appear in the rolls and registers until action first is taken by Session and is entered in Session’s minutes. (For example, Session minutes will first record that a baptism took place, and then the baptism will be recorded in your rolls and registers). Your rolls and registers are being read only for the calendar year shown above. Two (2) copies of this completed form for the Reader’s use are to be in your books before they are presented for examination. Our thanks for your participation in the annual review of Rolls and Registers.

IF A QUESTION DOES NOT APPLY TO YOUR CHURCH—MARK N/A

FOR READERS ONLY

Register Section	Minutes Page		Question	Yes	No	Notes
Pastor(s)		1	Is name of present Pastor (Installed or Temporary) entered?			
Ruling Elders		2	Is present class of ruling elders entered with terms of service?			
		3	Are date and place of ordination entered for ruling elders?			
Deacons		4	Is present class of deacons entered with terms of service?			
		5	Are date and place of ordination entered for deacons?			
Trustees		6	Is present class of trustees entered with terms of service? (If a unicameral church simply note in the trustee roll that elders are trustees)			
Active and Affiliate Members’ Rolls		7	Are new members listed in both the chronological and alphabetical rolls?			
		8	Is a Register of Former Members kept?			

Register Section	Minutes Page		Question	Yes	No	Notes
Active and Affiliate Members' Rolls (cont'd)		9	Does the Active Roll show date of removal when members are—			
			(a) placed on Former Members Register?			
			(b) otherwise delete?			
			(c) transferred?			
			(d) deceased?			
			10	Are affiliate members listed with date of Session action?		
Baptized Roll		11	Are separate Adult and Infant baptism rolls kept?			
		12	Does Infant baptism roll show parents' names with mother's maiden name and infant's date of birth?			
Marriage Register		13	Is a marriage register kept?			
			(a) does it show all marriages conducted on church property?			
			(b) does it show all marriages conducted by ministerial staff?			
			(c) are members married elsewhere and not by ministerial staff recorded in register?			
Other		14	Are other Registers kept?			
		15	What are they? _____ _____			

Signature—Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

Name of Examiner \_\_\_\_\_ Examiner's Church \_\_\_\_\_

FOR ECCLESIASTICAL COMMITTEE USE BELOW

[ ] APPROVED WITH COMMENDATION [ ] APPROVED WITH ( ) EXCEPTIONS [ ] NOT APPROVED