ROLLS & REGISTERS

Clerks' Meetings 2021

Rolls and Registers: What's the Difference?

Rolls

- These are lists of people

- In general they are people you see regularly, or you know where they are (college) and session determines there is good reason to keep them on the membership rolls

- Session is Responsible but Clerk maintains

Registers

- These are lists of events

- There will be overlap between the rolls and the registers

- Not everyone on the register will be on a roll, though they may have been at one time (baptized register (event) and roll (baptized member)

- Clerk Maintains but most events must be authorized by session, or congregation in the case of a new pastor

Three rolls required by the Book of Order

- *Baptized Members*
- *Active Members*
- *Affiliate Members*

Baptized Members

- People who have been baptized, but not confirmed (made a public profession of faith).
- Record their Name, Date, and Church where their baptism occurred.
- Remove people from this roll once they are confirmed, or they leave the church

Active Members

- ■ Baptized person having made a profession of faith and commitment to their local church.
- ■ Record their Name, Date received, Method of Reception (Baptism/Profession, Reaffirmation, Transfer),

Active Members

■ Only Session can remove a member from Active list:

– *Transfer*

– *Death*

– *Request of member*

– *Lack of activity*

Affiliate Members

■ Active member of another church.

– *Eg, college student, snowbird, etc*

■ Must be renewed every 2 years

■ Record their Name, Date of Affiliation, Home Church, Date of Renewal and Date of Return to Home Church

G-1.0404 Other Participants

■ Persons who are not members of, or who may have ceased active participation in, the Presbyterian Church (U.S.A.) are welcome and may participate in the life and worship of this church and receive its pastoral care and instruction.

Registers (Four are required)

Remember: These are lists of events (though clearly, they are also people).

- **The register of pastors** is a list of names and the dates they arrived and departed. There is no "roll" of pastors (they are members of presbytery) It is the arrival and departure events that qualify for the register

- **The Baptized register** may include, for instance, the name of a child whose grandparents are members of your church but the parents live out of town. The session has authorized the baptism to take place in your church but the child is not a baptized <u>member</u>. If the parent is a member of a Presbyterian church else the child may be on the baptized roll of that church recording the baptism happened in your church.

- **The Registers of Ruling Elders and Deacons**

Registers (these are lists of events) required

– *Baptisms*

- Register of Infant and Adult Baptisms shall include name, parents' names (if applicable), and date of birth and date of baptism of those being baptized.

Registers (these are lists) required:

- *Elders*
  - Register of Elders shall include each elder's name, the name of the church in which each was ordained, date of ordination, terms of active service, and record of removals.

Registers (these are lists) required:

- *Deacons*
  - Register of Deacons shall include each deacon's name, the name of the church in which each was ordained, date of ordination, terms of active service, and record of removals.

Registers (these are lists) required:

- *Pastors*
    - Register of Pastors shall include the names of pastors, co-pastors, associate pastors, assistant pastors, interim pastors, stated supplies, and parish associates serving the church, with dates of service.

A Register of Marriages is no longer required

- Prior to 2011, sessions were also required to maintain a register of marriages.
- Register of Marriages (if your session choses to maintain one) should include marriages of members of the church, marriages conducted by the ministerial staff of the church, and all marriages performed on church property (session approval required)

Paper vs Digital: (see pg 21 in clerks manual

- From Kris Valerius at OGA in Louisville: *Digital rolls are fine but….they always need to have a printed version available. What I suggest during my workshops regarding rolls and registers, once a year print off a copy and place in a binder. They can make it part of their yearend process. Most software programs allow you to create a 'directory' type report and that is fine to print off. As for the register portion, they need only print the latest year additions and add to the end.*

- Electronic records can be very useful for keeping the list alphabetized and for tracking the various categories that are part of the Annual Statistical Reports

- For historical reasons you should not just "delete" someone from the roll via computer delete button but record the action taken (transfer, death, other) in minutes. I suggest moving the name to a list of former members that is maintained. Note: such a list is not a roll. (Mary Gaut's suggestion)