

EXAMINATION OF ROLLS AND REGISTERS – G-10.0302

Church: _____ Year _____

Clerk of Session: Please fill in the column indicating page number in Session Minutes (maximum three references) where Session action matching the entries in the Rolls and Register can be found. Nothing should appear in the rolls and register until action is taken by Session and is entered in Session Minutes. Your rolls and registers are being read for the past year only. This form is to be in your books when they are presented for examination.

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

Register Section	Page	Q #	Question	No	Yes	Comments
Pastor		1	Is name of present Pastor (Interim, Stated Supply) entered?			
Elders		2	Are elders entered with term of service?			
		3	Is date of ordination entered for new elders?			
		4	Is place & date of ordination entered for transferred elders?			
Deacons		5	Is present class of deacons entered with terms of service?			
		6	Is date & place of ordination entered for new deacons?			
Trustees		7	Is present class of trustees entered with term of service (Does not apply to unicameral churches)			
Chron. Roll		8	Are new members listed in chronological order?			
		9	Does roll show date of action of members placed on inactive roll?			
		10	Does roll show date of removal when members are deleted?			
		11	Are transferred members deleted from roll with date and place of transfer?			
		12	Are deaths noted with dates?			
		13	Does the roll show date of restoration when inactive members are restored to roll?			
Alpha Roll		14	Are new members listed in alphabetical roll with reference number to chronological roll?			
Affil. Roll		15	Are affiliate members listed with date of Session action?			
Inactive		16	Do names placed on inactive roll show membership number?			
		17	When members are restored from inactive roll does roll show date of restoration? And replacement on alpha roll?			
Baptism Roll		18	Are all infant baptisms recorded with birth date?			
		19	Does baptism roll show parents' name and mother's maiden name?			
Adult Baptism Roll		20	Are all adult baptisms recorded?			
		21	Are baptized adults entered in chronological roll?			
		22	Are baptized adults entered in alphabetical roll?			
Marriage Roll		23	Does Register show all marriages conducted on church property?			
		24	Does Register show all marriages conducted by ministerial staff?			
		25	Are members married elsewhere and not by ministerial staff recorded in register?			

Signature of Clerk of Session _____ Date _____

FOR COMMITTEE RECORD ONLY – Please do not write below line:

Name of Examiner: _____ Affiliation/Church: _____

_____ Approved with commendation _____ Approved with () exceptions _____ Not Approved

Comments: _____