

## Register Basic “How-To’s” or Process

**\*\*\*Remember, “if it isn’t in the minutes, then it didn’t happen.” Nothing should be entered in a Register that hasn’t first appeared in your minutes.**

### **New Member:**

- Assign the next available number from the “Chronological Member” page and enter as much information as you have collected on that page
- Enter the member’s name and number on the appropriate “Alphabetical Member” page
- Incoming Transfer – letter of request for transfer from former church has already gone out and been responded to. Remember to list the former church in the comments section.

### **Removal of Member:**

- Due to Death
  - Find the member’s number from the appropriate “Alphabetical Member” page
  - Go to the appropriate number on the “Chronological Member” page and enter what information you have on the member’s death in the long information section.
  - Go to the “Deaths” section of your Register and enter the member’s death in this chronological listing
- Due to Transfer or Removal
  - Find the member’s number from the appropriate “Alphabetical Member” page
  - Go to the appropriate number on the “Chronological Member” page and enter the information you have
  - Response to the transfer form or letter that you received has been sent off with appropriate form or letter to the new congregation in the case of transfer to another congregation
  - No transfer may occur while a member is undergoing inquiry or has charges pending.
  - If the person is renouncing jurisdiction, make sure that is in the minutes

### **Ordination and/or Installation of Officers (Elders and Deacons):**

- Ordination & Installation
  - This will be the first time an entry in the officers’ pages will be made. Make sure you enter the “class” of the officer in the information section. This original entry will be updated over the years to come with any additional call to active service.
- Installation of Resting Officer
  - If the officer was ordained in your congregation, go to the Officer section of the Register and find the name and update the original line item with the new call to active service. Remember to enter the “class.”

- If the officer was ordained in some other congregation, go the Officer section of the Register and make an entry for this new officer with any information that you may have and enter this call to active service, remembering the “class.”
- If an officer should leave active service before their class is completed, it would be wise to enter the time of release on that officer’s line.

**Pastor:**

- Update the Register with incoming and outgoing movement of Teaching Elders of the congregation. I use the term Teaching Elders intentionally. You do not enter the names of those who serve in what might be called a “ministerial” capacity that are not the actual pastors of the congregation in the Register.

**Baptized Members:**

**Baptisms:**

- Acquire all the necessary information of any upcoming baptism and enter it in the minutes for the Session’s approval before the baptism occurs. (Having a form ready for the pastor to fill in for you helps with this process, since it is the pastor who will know about this upcoming baptism first. The pastor can pass the information on to you.)
- Verify for the Session in the Clerk’s Report section of the next Session meeting that follows the scheduled baptism whether it occurred or not. (Schedules change, children become ill.)
- Finally, after the baptism has occurred, make the entry in the Register with the correct actual date the baptism occurred and all the other necessary information.

**Baptized Members:**

- The register should also include all baptized members (children & youth here or elsewhere but not yet active members of the congregation.)

**Registers no longer required by the BOO:**

Discontinue maintenance unless your congregation chooses to continue maintenance

- Inactive Membership
- Trustees

**Registers no longer required by the BOO, but required by the Presbytery:**

- Marriage