

**PRESBYTERY OF NORTHERN KANSAS
CLERKS' REPORTS AND RECORDS COMMITTEE
CHECKLIST FOR REVIEW OF CHURCH REGISTER**

CHURCH _____

DATE _____

IN PREPARATION:

List full name of applicants for church membership

For minor children, list the name of the parents

For persons who have had a change of names because of marriage or other reasons,
list the previous name/names as appropriate.

For married persons, list the spouse's name.

With letter of transfer, note from which church the member is being dismissed to your church

When a member is being dismissed, note the date and full name of the person and church to which dismissed

CHECKLIST

I. Church Membership Roll [G-3.0204a]

A. Is the chronological register in good order ?	Yes	No	NA
B. Test-check the chronological register with the alphabetical index. Do they properly agree ?	Yes	No	NA
C. When names have been removed from the active member roll, is date and reason listed ?	Yes	No	NA
D. With membership changes to and from other churches, is the other church definitely identified ?	Yes	No	NA

II. Other registers [G-3.0204b]

A. Adult baptism - full name and date of baptism	Yes	No	NA
B. Child baptism - full name of child, date of baptism, place and date of birth, full names of both parents	Yes	No	NA
C. Ruling Elders: Full name and date of ordination and terms of service	Yes	No	NA
D. Deacons: Full name and date of ordination and terms of service	Yes	No	NA
E. Pastors: Full name and date of installation and terms of service	Yes	No	NA

III. Optional registers [G-3.0204b]

A. Inactive Members - Are date and reason listed?	Yes	No	NA
B. Marriages - Full names of both parties and date of ceremony Any marriage performed for a member of this church, or performed by the pastor, or performed in this church	Yes	No	NA
C. Death of a Member: Date of death & place of burial	Yes	No	NA

IV. Some registers have provision for additional information beyond those listed above.

Have such places been filled in ?

Yes No NA

This Review of the Church Register was completed by

_____, Clerk of Session

The following person or persons assisting in the review of records at my invitation:

