

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:

