

## Congregation Register

Section 3 of National Canon 15 (Title III) describe how to update the church register. It is the duty of every member of the clergy to record all baptisms, confirmations, marriages, burials, and the names of all communicants within his or her care. When properly certified, the data contained in the register can be used as legal proof of birth, marriage, and death. The register is open to the bishop for inspection during Episcopal visits to the parish.

## Register of Services

A register of services is a record of all services (worship, baptism, marriages, and burials), and includes the date of the service, the names of the officiant, lay reader(s), the number of communicants at the Eucharist, comments, and special circumstances pertinent to a given service. It is the responsibility of the priest or warden to see that proper entries are made.

## List of Memorials

Provision should be made for recording all memorials. This list should contain such details as by whom the memorial was presented and for whom, the date, the designation, and any restrictions which may apply. Memorials are to be accepted by the vestry or bishop's committee and recorded by the secretary.

## Congregation Records

A database should be maintained containing a record for each family. This information is to contain data on each family: names, addresses, telephone numbers,

the names and dates of birth of all children; how and when received into communion (transferred/confirmed); status (Baptized, Confirmed, Communicant) of each family member; occupations; date of marriage or blessing; whether removed by transfer, death, etc., and date.

It may also contain a record of visitations, vocational skills and interests, information as to where transferred, and other notations not contained in the register. Information may also be used to develop a resource bank for the congregation, to keep in touch with visitors, as calling cards for the every-member canvass, and other needs as a given congregation might find appropriate.

Information contained in parish records is privileged information, and should therefore be used with pastoral care and sensitivity. The data should contain information on the children of the Sunday school: names, addresses, names of parents, age of child, status as to baptized and confirmed, and other information teachers or the superintendent would find useful.

## Mailing List/Parish Directory

For good communication it is important that an up-to-date mailing list and church directory be kept. When appropriate in the judgment of the clergy and governance, a copy of the directory containing names, addresses, and telephone numbers of each family may be made available to members of the parish.