

Membership Rolls & Registers

G-10.0300

A Guide for Clerks of Sessions and Moderators

Every session shall maintain rolls of members. There are three ways in which an individual may join a Presbyterian church: profession of faith; transfer of membership, and; reaffirmation of faith. All three ways requires a formal action of session.

1. **Baptized members roll** – The baptized members roll shall list the names of those persons baptized in the particular church who have not made a profession of faith in Jesus Christ as Lord and Savior, and active members' children who were baptized elsewhere. The baptized roll or register of baptisms lists all infants, children and adults baptized in your church or transferred into your church with the name of the minister who baptized them. The only ways to remove a name from this roll are profession of faith, transfer, or death.
2. **Active members roll** – The active members roll shall list the names of those who have been received into membership of the church and who are active in the church's work and worship.
 - A. Chronological Roll- The chronological roll contains the names of members listed down the left side of a double page. Each member of the church is assigned a number at the time the person joins the church. Columns to the right offer space for necessary explanatory comments from time to time.
 - B. Alphabetical Roll – The alphabetical roll arranges church members according to the first letter of the last names. The roll is cross referenced with the chronological roll by membership number.
3. **Inactive members roll** – The inactive members roll shall list the names of those who have been removed from the active members roll because of their willing failure, in the judgment of the session, to participate in the church's work and worship.
4. **Affiliate members roll** – The affiliate members roll shall list the names of those who have been received into affiliate membership by the session and who are active in the church's work and worship. Affiliate membership must be renewed every two years.

The session shall also keep complete registers of:

1. **Marriages** – including marriages of all members of the church, all marriages conducted by the ministerial staff of the church, and all marriages performed on church property.

2. **Baptisms** – including infant and adult baptisms.
3. **Elders** – including terms of service and transfers from other Presbyterian Church (USA) churches.
4. **Deacons** – including terms of service and transfers from other Presbyterian Church (USA) churches.
5. **Pastors**- including dates of installation and dissolution of all pastors, co-pastors, associate pastors, stated supplies, interim pastors, interim supplies, interim associates, and parish associates.

The privileges of membership (G-5.0200) are:

1. **Baptized** – pastoral care and instruction, participation in the Lord’s Supper.
2. **Active** – pastoral care and instruction, participation in the Lord’s Supper, presentation of children for baptism, take part in congregational meetings, vote and hold office.
3. **Inactive** – pastoral care and instruction, participation in the Lord’s Supper, presentation of children for baptism.
4. **Affiliate** - pastoral care and instruction, participation in the Lord’s Supper, presentation of children for baptism, take part in congregational meetings.
5. **Non-Members** - if not baptized may receive pastoral care and instruction, if baptized may also participate in the Lord’s Supper, if a member of another Christian church may also present children for baptism.

Review of the Rolls (G-5.0502):

The session shall review the rolls of members at least annually, and shall counsel with those who have neglected the responsibilities of membership.

The names of the members shall be placed upon, removed, or deleted from the rolls of the church by order of the session whenever the session is fully satisfied that such action is justified. (G-10.0302)

1. Active Members

- A. When active members move temporarily they may become affiliate members of another church if the session issues a certificate of good standing which is valid for two years. Session shall retain the name of the member on the active roll until the person is received into membership of the other church.
- B. When an active member permanently moves the session shall encourage the member to transfer to a church in the new community and shall notify, if possible, a church in the new community. After one year, if transfer has not occurred the member shall be placed on the inactive roll.
- C. When active members intentionally fail for one year to participate in the work and ministry of the church the session shall make diligent effort to discover the cause and to restore the member to activity. If that effort fails the session shall place the member’s name on the inactive roll. The member shall be notified of this change.
- D. Sometimes active members need to be removed from the roll. See item four below.

2. Inactive Members

The inactive members roll must be reviewed annually. An inactive member may be restored to the active roll, or kept on the inactive roll for another year, or deleted from the roll (See item four below).

3. Affiliate Members

Affiliate membership must be reviewed every two years. Affiliate members may be removed when appropriate.

4. Deleting Members

Members may be deleted from the rolls under the following circumstances:

- A. When a member transfers to another church and the session is notified that the member was received.
- B. When a member, active or inactive, requests that membership be terminated.
- C. When a member joins another church without a letter of transfer.
- D. When a member renounces the jurisdiction of this church.
- E. When a non-resident member has been on the inactive roll for a year and is notified of the removal.
- F. When a member moves and the session is unable to locate the member after one year of absence.
- G. When a resident member has been on the inactive roll for two years and is not restored to the active roll.
- H. When a member dies and the date of death is recorded.
- I. When removed by disciplinary action.