

## GUIDELINES FOR MAINTAINING THE HISTORIC ROLL

Archives Committee of \_\_\_\_\_ Presbytery

The Historic Roll is a historical record of the membership of the congregation. The names are entered chronologically as the people are received into the membership and given a number in sequence. This number remains as the identifying number of the member. When a member dies, leaves the congregation or is removed by action of Session/Council/Board, the information is entered in the proper column. **No name is ever crossed out or erased.**

Historic Roll Books may be purchased from your local United Church Resource Centre or from the national office's United Church Resource Distribution.

### **Check:**

This column is traditionally used to mark those members who have been removed. This is to facilitate a quick scan of the page.

### **Roll No.:**

This is a permanent number assigned to each member when they are entered into the Historic Roll. For each new entry, use the next number in sequence.

### **Name:**

Use upper and lower case letters (not all capitals) in order to clearly indicate which letters of a name are to be capitalized.

Print the surname first, followed by a comma, then the given names(s) and/or initials.

Normally all persons should be entered with their own given names. (The use of "Mrs." with a woman's given name and her husband's surname is grammatically incorrect!)

Write the given name that the person usually uses in its full or proper form. Also write the names or initial(s) of any additional Christian name(s).

Do not use the titles Mr., Mrs., Ms., Miss, Dr., etc.

Examples:

de Witt, J. William not DE WITT, J.W. or de Witt, Bill

MacDonald or Macdonald not MACDONALD

Robert not Rob William not Bill

Johnson, Catherine Anne or Johnson, Catherine A.  
not Johnson, Mrs. William G.

### **Residence:**

This is for the person's address at the time of joining the church. (It is never updated, even if a person moves.)

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### **Received:**

Enter the date on which the person became a member of the Congregation.

### **How?:**

In this column, enter the means by which the person became a member using one of the following abbreviations:

- T** by certificate of **T**ransfer from another congregation.
- R** by **R**eaffirmation of faith. This is for the cases in which the person has been baptized and confirmed, but their membership has lapsed due to inactivity, and therefore, no certificate of transfer can be issued.
- PF** by **P**rofession of **F**aith, ie, confirmation. This includes adult baptism.

If a different method of reception is to be indicated, choose a logical abbreviation and explain it in a footnote on that page.

### **From Where Certified:**

In the case of a transfer of membership, this is for indicating the name of the congregation from which the person transfers.

### **Removed:**

Enter the date on which the person ceased to be a member of your congregation.

### **How?:**

In this column, enter the means by which the person's membership terminated, using one of the following abbreviations:

- T** by certificate of **T**ransfer from this congregation.
- D** by the **D**eath of the individual
- C** by action of the Council (**S** for Session, **B** for Board). This action should be carried out after three years of complete inactivity.

If a different method of removal is to be indicated, choose a logical abbreviation and explain it in a footnote on that page.

### **Footnotes:**

Four lines are provided at the bottom of each page for the purpose of entering footnotes. To enter a footnote, place an asterisk at the end of the name; then in the footnote space, place an asterisk followed by the number of the entry to which the footnote refers, then write the footnote. Footnotes are used to provide explanations in the case of irregularities. Examples:

- \* 109 Date of death unknown.
- \* 127 Married name: Bell
- \* 176 Affirmation: Affirming a dual membership commitment: United Church and Roman Catholic Church.