

GENERAL GUIDELINES FOR MAINTAINING CHURCH REGISTERS

Archives Committee of _____ Presbytery

Use a good quality ink pen preferably black. It is not attractive using different colours of ink on the same page.

Use printing instead of writing.

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

(de Witt - not DE WITT or MacLean - not MACLEAN)

Print the surname first, followed by a comma, then the given name(s).

(Smith, John Edward Dale)

All persons should be entered with their own given names.

(Smith, Kathleen Anne not Smith, Mrs. John).

Print the given name that the person usually uses in its full or proper form.

(Robert - not Rob or William - not Bill)

Enter mother's maiden name in Baptism register

Enter month by name not by numbers if the Column is not clearly identified.

Month	Day	Year
06	08	2005

Date of Death
June 08, 2005 not 06 08 2005

Genealogy – For the interest of those who come after us, please fill in as much information as available for each entry.

Ensure the name and address of the church is in the front inside cover of each register.

If a Wedding or Baptism is entered into the register before the event except for the Minister's signature and the service is cancelled or postponed, do not cross out the entry. It should be noted that the service did not take place. If the service is postponed add the comment "See [date of service]".

All Funeral and Memorial services held within the pastoral charge should be recorded in the pastoral charge's Burial Register.

If the Minister performs a Memorial or Funeral Service outside of the pastoral charge, the Minister will record the service in that pastoral charge's Burial Register.