

REPORT OF EXAMINATION OF PAROCHIAL RECORDS

Date: _____

CONGREGATION _____ **PASTOR** _____

ADDRESS _____

(Postal Code)

CONGREGATIONAL SECRETARY _____

CONG. SECRETARY'S ADDRESS _____

(Postal Code)

CONFERENCE _____ **DEAN** _____

DATE BY WHICH THE EXAMINATION IS TO BE COMPLETED:

Approved Constitution for Congregations, Article VII

Section 4. Every pastor shall

- g. Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants, and submit a report of such statistics annually to the secretary of synod on forms provided by the church. The parish records shall be kept in a separate book which shall remain the property of the congregation;

Approved Constitution for Congregations, Article IV

Section I. The membership of this congregation consists of those baptized persons who

- a. Have been baptized in this congregation, or
- b. Having been previously baptized in the name of the Triune God, have been received either by
 - i. Transfer from another Lutheran congregation
 - ii. Confirmation, or
 - iii. Affirmation of faith

Section 2. Members of this congregation may also be classified as confirmed and voting.

- a. Confirmed members are baptized members who have been
 - i. Confirmed in this congregation,
 - ii. Received by adult baptism,
 - iii. Received by transfer as confirmed members from another Lutheran congregation,
 - iv. Received by affirmation of faith as baptized adults.
- b. Voting members are those confirmed or otherwise designated members who are members in good standing and have attained the age of__ years.

Section 4. Membership in this congregation shall be terminated by any of the following:

- a. Death,
- b. Resignation,
- c. Transfer or release,

- d. Dismissal,
- e. Inactivity.

Section 5. A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with offerings and participants in the life and worship of the congregation shall be visited by the pastor and the congregation's officers and be encouraged by them to active membership.

If, during the second year, the confirmed member does not actively participate, the member's name may be removed from the membership roster of the congregation, but it shall be retained on a responsibility list as one who is in special need of the congregation's prayer and concern.

1. LOCATION AND CONDITION OF CHURCH RECORDS

A. Church Register ("Master Records")

- 1) Where is the Church Register kept at the present time?
- 2) Is the location fireproof? Yes___ No___
- 3) Describe the condition of the Church Register with regard to its completeness, accuracy, condition of binding.

2. HOLY COMMUNION RECORDS

A. By what method are communion records kept (e.g. card file, notebook, Church Register) at the present time?

B. Where are these records kept at the present time?

C. Are they up-to-date? Yes___ No___

D. Are all members eligible to receive communion listed?

Yes___ No___

E. Number of communicant members___

3. VERIFICATION OF MEMBERSHIP FIGURES

a. Baptized Members

1) Number of baptized members reported to Synod on Dec. 31 _____

a. Baptized members received since December 31:

By baptism _____

By transfer, etc. _____

Total Received _____

b. Baptized members removed since December 31: _____

- By transfer _____
- By transfer, etc. _____
- Total Removed _____
- 2) Net gain or loss (subtract 'removed' from 'received') _____
- 3) Number of baptized members currently on the rolls _____
- 4) Number of baptized members currently listed in the Church Register (by actual count) _____
- 5) Lines 3 and 4 should be the same.
Are they? Yes_____ No_____

B. Confirmed Members

- 1) Number of confirmed members reported to Synod on December 31_____
- a. Confirmed members received since December 31:
- By baptism _____
- By confirmation _____
- By transfer _____
- By restoration _____
- Total Received _____
- b. Confirmed members removed since December 31:
- By death _____
- By transfer _____
- Other losses _____
- Total Removed _____
- 2) Net Gain or Loss (subtract 'removed' from 'received') _____
- 3) Number of confirmed members currently on the rolls (subtract 2 from 1) _____
- 4) Number of confirmed members currently listed in the Church Register (by actual count) _____
- 5) Lines 3 and 4 should be the same.
Are they? Yes_____ No_____

C. Voting Members

1) Are voting members those who have communed, made a contribution of record, and participated in the life and worship of the congregation: Yes_____ No_____

If no, how are voting members defined? Describe

2) Is there a list of voting members?

Yes_____ No_____

3) Number of voting members _____

4. RECORD OF PASTORAL ACTS

A. Are the Baptismal Records complete?

Yes_____ No_____

Comments:

B. Are the Confirmation Records complete?

Yes_____ No_____

Comments:

C. Are records indicating Members Received and Members Removed from the Church Records complete? Yes_____ No_____

Comments:

D. Are the Marriage Records complete?

Yes_____ No_____

Comments:

E. Are Funeral Records complete?

Yes_____ No_____

Comments:

- F. Are First Communion Records complete, if the congregation allows 'first communion' before confirmation?
Yes_____ No_____

Comments:

5. CURRENT MEMBERSHIP LIST AND/OR CARD FILE

- A. By what method are names and addresses of members recorded:
- B. Where are these records kept at the present time?
- C. Describe the condition of these records:
- D. List the names in the Church Register for whom there is no address on the other side of this page, or indicate "none", if appropriate, below:
- E. Is there a record of baptized children, not confirmed, and their date of birth: Yes_____ No_____

Describe:

6. MAILING LIST

- A. By what method are names and addresses of members recorded for mailing purposes?
- B. On mailing list, are members and non-members identified? Explain.
- C. Are there special instructions for mailing, and a mailing schedule for the parish? If so, indicate their location.

7. SICK AND SHUT-IN LIST

- A. By what method are these listed?
- B. Where are these records kept at the present time?
- C. Are they up-to-date? Yes_____ No_____
- D. Is there a list of those who receive Holy Communion privately on a regular basis? Yes_____ No_____
- If so, where is this kept?
- E. Has the interim pastor been given this list of the sick and shut-ins? Yes_____ No_____

8. PROSPECT FILE

- A. By what method are these prospects listed?
- B. Where are these records kept at the present time?
- C. Are they up-to-date? Yes_____ No_____
9. If there are other records or files (file folders, etc.) that will be of interest to the next pastor, describe them and their location.
10. Is the congregational constitution up-to-date? Yes_____ No_____

When was it last revised?

We have examined the Parochial Records of the congregation and certify them to be in good order. The records have been placed in the hands of the Secretary of the Congregation, who will put them at the disposal of the interim pastor so that the interim pastor can record pastoral acts during a vacancy. As soon as the new pastor arrives, the secretary has been instructed to give them to the pastor.

Comments:

(Examination Date)

(Signature of Secretary of Congregation)

(Signature of Dean of Conference or
authorized representative)

When completed, copies to be sent to:

- Manitoba/Northwestern Ontario Synod
- Dean of Conference
- Secretary of Church Council for transmittal to new pastor
- Secretary, Manitoba/Northwestern Ontario Synod