Parish Register

Always use black ink!!

Baptisms—This section is for people baptized at the Fork Church.
1. Enter the person's name in the index.
2. Enter the appropriate information in the *Baptism* section.
3. Enter the appropriate information in the *Baptized Members* section.
4. In the index, enter the page numbers of these entries.

Confirmations/Receptions—This section is for people who are confirmed or received by the bishop.
1. Enter the person's name in the index.
2. Enter the appropriate information in the *Confirmations/Receptions* section.
3. In the appropriate column, enter **Y** if the person is under 16; **A** if he/she is 16 or older.
4. In the appropriate column, enter **C** for Confirmation or **R** for Reception.
5. Record the page number in the index.
6. Has the person's baptism already been recorded in a Fork register? Check a) the *Baptized Member* section of this register; b) the *Baptisms* section of this register; c) the *Baptisms* and *Baptized Persons* sections of previous registers.
7. If the person's baptism is not recorded anywhere in Fork's records, add him/her to the *Baptized Member* section and write either "Confirmation" or "Reception" (as appropriate) in the "Source" Column.
8. Doublecheck to make sure that all relevant page numbers are recorded in the index.

Transfers In (When we receive a letter of transfer from an *Episcopalian* who wants to join Fork)
1. Enter the person's name in the index.
2. Enter the person's information in the *Baptized Members* section. Write "Letter of Transfer from *X* Parish" in "Source" Column.
3. Enter the page number in the index.
4. Send a note to the person welcoming him/her as a new Fork member.

Transfers Out (When a Fork member decides to join another Episcopal parish)

1. Locate the person in this or an earlier parish register. (Look in *Baptized Members, Baptized Persons, Communicants*, etc.)
2. In the removed column, enter "By reason of transfer to *X* parish"
3. Record the page number in the index of the register where the person's name was listed.

Marriage

1. Enter each person's name in the index. For the woman, enter her alphabetically under her maiden name *and* also under her married name.
2. Make sure the clergy person has the register so he/she can complete the information and get signatures.
3. Record the page number for each person in the index.

Burial

1. Check current register to see if person is listed in index. If not, add his/her name.
2. Complete *Burial* entry.
3. Is the person already listed in a parish register? Check all existing registers.
4. If he/she is listed in another register, enter "deceased on X date" in the "reason for removal" column—look in all possible sections: *Baptized Members, Baptized Persons, Communicants*.
5. In the index of the current register, record the page number of the burial.

Starting a new Parish Register

When starting a new register, *do not* move names of Communicants/Baptized Persons/Etc from the previous register to the new one. Once a person is listed in *any* edition of the parish register, his/her name is on permanent record.

For Purposes of the Parochial Report

It's easiest to keep a separate list of "Active Members" and of "Others who are Active" and update it year by year from the parish register.