

THE REGISTERING OF SERVICES

In consultation with the Diocesan Archivist and the Secretary of the Synod, the following is direction regarding the registering of liturgical services.

1. Information recorded

Specifics of information being recorded in parish registers are set by [Canon Five](#) of the Diocesan Synod of Fredericton. Registers containing personal information are to be treated with the utmost of care and in keeping with the principles of the [Privacy Policy](#) of the Diocese of Fredericton.

2. Importance

Parish records are of importance in the present as they track the current activity of divine service and liturgical / pastoral ministry. They are important in the future as they are referenced by individuals requiring proof of the integrity of personal information, including sacramental verification upon which other events depend. Records eventually prove invaluable in research efforts in the areas of genealogy, church history and sociological study.

3. Responsibility

Parish Registers are an important record of the pastoral, liturgical and sacramental actions of God's Church. The parish incumbent is responsible to see that they are maintained with care and accuracy as the permanent record of life events of the People of God ([Canon Five](#) s. 5).

4. Entry of records

Use of a black fine point pen will avoid smearing or blotting and greatly increase the permanence of the record. Never use a marker, red or peacock blue ink. Write clearly or print to assure maximum legibility.

5. Completion of records

Complete all information requested by the register entry to the best ability of the recorder as soon after the liturgical event as possible. Financial information relating to offerings is entered at the church and before they leave the building as outlined in [Canon Six](#) s. 6(d) and the recommended financial controls and procedures in the diocesan [Parish Officer Handbook](#) Part Two:

- Offerings must be counted before they leave the church building.
- The treasurer should avoid being a counter, if at all possible.
- The count information should be carefully reported on forms designed for that purpose, including the parish vestry book, as soon as possible after the count is complete and before it leaves the church building.
- The funds are to be deposited in the bank as soon as is possible (a night depository service will assist greatly).
- The treasurer and envelope secretary are to be given copies of the count information for their respective purposes.

6. Submission of records

Original register pages for each previous calendar year are to be returned to the Diocesan Archives through the Synod Office no later than March 15. If so desired, a photocopy may be retained for church files. If not previously sent, all registers from prior years should be forwarded to the Archives as soon as possible.

7. Retrieval of records

Recorded information for the purpose of the issue or reissue of certificates, or for other uses, is easily obtained by the incumbent or parish corporation by contacting the [diocesan liaison at the Provincial Archives of New Brunswick](#).

Vestry book (service), baptism, confirmation, marriage, funeral and burial pages, printed on acid free paper and holed for the parish binders, can be obtained from the bishop's office. Replacement binders are also available.

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