

Delta Presbyterian Church

OPERATIONS MANUAL (updated 2016)

MEMBERSHIP ROLLS AND REGISTER PROCESS

The membership rolls and register are updated as needed for new members, marriages, baptisms; deaths, transfer requests, inactive status:

- The membership rolls are updated on a regular basis and approved by Session. New members, baptisms, marriages, deaths, transfer requests are noted in Clerk or Moderator Reports and approved at a Stated Session Meeting. This information is noted in Session minutes upon approval of Session. This information is then noted and entered into the church register.
- The membership rolls are updated on a regular basis regarding movement of members to inactive status. A form letter is sent from the Clerk of Session requesting a response from member (see posted letter). Upon approval by Session, members that are no longer active are moved to the inactive roll. This information is noted and entered into the church register.