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# THE PARISH REGISTER

*January, 1956 -*

THE UNITED LUTHERAN PUBLICATION HOUSE  
PHILADELPHIA.



## THE PARISH REGISTER

The PARISH REGISTER is the permanent record of the congregation. When the PARISH REGISTER is properly kept, it serves as a primary document both historically and legally.

The PARISH REGISTER is the property of the congregation—not of the pastor. If a pastor wishes to keep a personal record of baptisms, weddings, etc., he may, of course, do so—but any such records are in addition to the official register of the congregation. The keeping of such a Parish Register for each congregation under his care is a responsibility each pastor agrees to discharge when he is admitted to his Synod and signs its constitution and by-laws. The keeping of personal records of his own is an optional matter; the keeping of a Parish Register for the congregation is required.

The PARISH REGISTER, the official record book of the congregation, should be protected at least as well as an insurance policy or a bond. It should be kept in a fireproof (or at least fire-resistant), steel safe, vault, or filing cabinet.

If a congregation disbands, its PARISH REGISTER and any other official records should be deposited in the synodical archives. Under no circumstances should any such records be permitted to pass out of the Lutheran Church.

### MAINTAINING THE PARISH REGISTER

The PARISH REGISTER should reflect, on any day of the year, the true state of the membership of the congregation. To postpone entries for three or four months, until there is a sufficient accumulation "to make it worthwhile to enter them," destroys the worth of the Register, and usually results in an incomplete record due to the loss or mislaying of essential information. This is especially true with respect to marriages, funerals, baptisms, and confirmations. To permit communion cards to accumulate until the end of a year before entering them is inexcusable. All items of entry should be entered immediately, on the same day that they occur. Should the pastor of a congregation die suddenly, be incapacitated, or remove to another parish, the PARISH REGISTER of his congregation should be in such condition that his successor would not have to spend days in fruitless search for data to bring some semblance of completeness to the PARISH REGISTER.

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In addition to the fact that all entries should be made at once, care should be exercised to see that all entries are complete, and that all information required is properly entered. Needless to say, every entry should be in ink—never in pencil. Some meticulous pastors make all entries in India ink because of the fact that this type of ink is more nearly permanent and less likely to fade with the years. Erasures should never be made in the PARISH REGISTER. When an error has been made it should be corrected by drawing a line through it, re-entering it correctly immediately above, and initialing the correction with the pastor's initials. An erasure in a book of primary

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In keeping the is assigned a number. When frequent names are noted in the congregation, a line is drawn through a name when a member received baptism. This line on this roll is important for the communion register to the Roll.

Names are recorded

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In the Roll of members, in the spaces provided

\* For high numbers 1A to 1,000A; 1B to 1,000B

In the case of the names of members who have been in use, the names of the members should be entered in the Register, should not be



## BRISH REGISTER

record is always a poor procedure, since only the person doing the erasing knows what is erased. Excess ink should be carefully removed with blotting paper before closing the book.

### THE ROLL OF MEMBERS

The Roll of Members includes the names of all those holding membership in the congregation who are eligible to receive the Lord's Supper. On this roll should be entered the name of each individual received into such status in the congregation by the following methods—

- (1) by adult baptism
- (2) by confirmation
- (3) by a certificate or letter of transfer from another congregation in which the individual has held the same status
- (4) otherwise (a provision for exceptional cases)

In keeping the Roll of Members, each confirmed member, whose name is recorded, is assigned a number which is never changed. The first name is number 1, and subsequent names are numbered continuously\* as they are added throughout the history of the congregation. Thus, if 106 is the last number on the roll today, and number 4 dies, a line is drawn through number 4 and that number is permanently vacated; the next member received becomes number 107. The number assigned each confirmed member on this roll is important since it will also appear before the name of the member in the communion register, and will make possible a cross-reference from the communion register to the Roll of Members, and vice versa.

Names are removed from the Roll of Members in the following ways:

- (1) by death
- (2) by certificate or letter of transfer of membership to a specific congregation (never to "any Christian congregation")
- (3) otherwise

In the Roll of Members, full information should be recorded about each member in the spaces provided. This includes his number; his full name (entering the last

\* For high numbers (above 10,000), other continuous numbering systems are possible, such as 1 to 1,000; 1A to 1,000A; 1B to 1,000B, etc.

In the case of the introduction of a new Parish Register, where an old one (or none) has previously been in use, the names of only living members should be entered in the new Register with their old Register numbers. Those who have died or have been disciplined prior to the date of the new



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name first makes the names easier to locate); the date he was received into membership; the method by which he was received (i.e., by adult baptism, confirmation, letter or otherwise); whence he was received, if by letter; the date of his removal from membership; the method of removal, (i.e., death, letter, lapse, or discipline). In the case of young women who marry after their names are already on the roll, the maiden name should be crossed out, and her married name entered, using the same number that she had before. In the columns headed "Male" and "Female," a vertical line should be placed before each name. Upon removal from the roll, this line should be crossed out. This makes the counting of the number of confirmed members for the annual parochial report much easier.

#### THE ROLL OF CHILD MEMBERS

While the Roll of Members contains the names of all confirmed members of the congregation, there are also in every congregation many children who have been baptized, but who have not yet been confirmed. They are members of the Christian Church by virtue of their baptism.

The *Roll of Child Members* includes the names of all children baptized in the parish, and all children baptized but not yet confirmed who are received by letter of transfer. Immediately after a baptism, the name of the child is recorded not only in the baptismal record in the *PARISH REGISTER*, but also on the Roll of Child Members. The name remains there until the child has been confirmed or his membership transferred to another congregation by letter, unless removed by death. When letters of transfer are issued for parents of baptized but unconfirmed children, the letters should include the transfer of such children as baptized members, along with a record of the date of their baptism (if the baptism has occurred in the parish). If such parents are received from other congregations by letter, the names of such baptized but unconfirmed children are immediately added to the Roll of Child Members.

Ordinarily, these are the only ways in which names may properly be added to this roll. However, in the case of children of non-member parents (i.e., whose parents do not belong to any church of any denomination), but who (the children) have been baptized, their names may be added to the Roll of Child Members by letter of transfer. The names of Sunday school children cannot be properly added to this roll unless by baptism in the parish or by letter of transfer. Nor can any unbaptized children—even of members of the congregation—be added under any circumstances.

Removal from the Roll of Child Members is by death, confirmation, transfer, or otherwise. When children whose names are on this roll are confirmed, their confirmation is duly recorded in the *PARISH REGISTER* under "Confirmation"; they are removed from this roll, in which the date of confirmation is recorded; and their names are entered

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Children are removed from this roll by letter of transfer and by otherwise in the same manner in which names are removed from the *Roll of Members* (q.v.), with one exception. When children whose names are on this roll pass the usual age for confirmation and, despite every encouragement on the part of the pastor, refuse to be confirmed, their names should be removed "otherwise." Such names should not be continued for more than three years past the usual time for confirmation.

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Before each name are two columns headed "Male" and "Female." In entering each name, place a vertical line in the proper column, which line is crossed out when the name is removed. This makes it easier to count the number of children still on this roll in preparing the annual parochial report. Full information about the child should be entered, including date of birth, place of birth, date received into membership, method of reception, date removed (by confirmation, death, or otherwise).

The total number of children whose names are on this roll, plus the total number of individuals whose names are on the Roll of Members, constitute the baptized membership of the congregation.

#### THE RECORD OF COMMUNIONS

Since every confirmed member is eligible to commune and is expected to do so regularly, every name that is entered in the Roll of Members should be entered at the same time in the *Record of Communions*. In the column provided for the purpose at the left of the name should also be entered the permanent number of the member, obtained from the Roll of Members. No name that is without a number should appear on this roll. Time will be saved in posting communions in this roll if the initial listing of members is made alphabetically, new members are added as received at the end of the roll. When the roll is rewritten on new pages, it should be re-alphabetized to date, before it is rewritten.

It is the general practice at each communion to request all who commune to fill out a communion card and hand it in before leaving the church. These cards are then arranged alphabetically, the date of the communion entered in this record and a mark placed after the name of each member who communes. Some pastors use the following system: P for communing; E for excused; A for out-of-town; S for sickness; all other absentees blank. If such detail is not deemed necessary, a simple vertical line for each member who communes is sufficient.

Private communion, administered since the last congregational communion service, should be entered with the subsequent communion. The vertical mark may be encircled to indicate that the communion was private, and the date may be inserted if it is thought necessary. The important point is that every communion should be entered promptly and accurately because this is the only roll from which may be obtained the number of members who have communed at least once during the past calendar year—an item required on the parochial report under the rubric "communizing members."

Names are added to or removed from this roll at the same time that they are added to or removed from the Roll of Members.

#### THE RECORDS OF PASTORAL ACTS



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#### THE RECORDS OF PASTORAL ACTS

In addition to the membership rolls, the *PARISH REGISTER* provides space for the congregation's record of the acts of its pastors, insofar as baptisms, confirmations, marriages, and funerals, are concerned. This continuous record of all these acts, performed by its pastors, is an important part of the congregation's records. If the pastor wishes to keep a personal record of such acts covering his ministry in all of the parishes he has served, he may do so, of course—but under no circumstances should he



neglect to maintain a permanent record of these acts for the congregation. Questions may arise fifty years hence about a baptism, confirmation, marriage, or funeral. In such cases congregational records can generally be located far more easily than pastor's private records.

In the recording of baptisms, all baptisms are entered, whether infant or adult, consecutively; Christian names should appear in full (never initials); the place and date of birth and of baptism, father's full name, mother's maiden name, and the names of the sponsors, should all be recorded. An additional column makes it possible to indicate by means of a vertical line, if father and/or mother are members of the congregation. When children are baptized and their baptisms recorded in this Record of Baptisms, their names are entered simultaneously in the Roll of Child Members. When adults are baptized and their baptisms recorded here, their names are entered simultaneously on the Roll of Members and the Record of Communion. Names are never removed from the Record of Baptisms, and the numbering is continuous throughout the history of the congregation. The numbers pertain, however, only to this roll.

In properly recording confirmations, the following information is required: full name, date of birth, date of baptism, date of confirmation, father's name, mother's maiden name. This information should be obtained of every person to be confirmed in advance of confirmation. Confirmations are numbered consecutively throughout the history of the congregation, and the numbers pertain only to this roll. No name is ever removed from this record. When a confirmation is recorded, care should be exercised to see that the name is immediately entered on the Roll of Members, and on the Record of Communion.

Practically all of the information required for the recording of marriages is obtainable from the marriage license: the date of the marriage, place of marriage, names of bride and groom, place of residence of both parties, their ages, names of witnesses, the number of the license (in places which issue numbered licenses), and date upon which the license was returned. In addition, a column is provided in which it can be indicated whether or not the parties are members of the congregation. No names should ever be removed. Marriages are numbered consecutively throughout the history of the congregation. Some pastors have found it helpful in recording marriages to always write the last name of the groom first, and to indent the name of the bride on the second line. Subsequent search for the record of a marriage is made much easier. The space provided for recording the date upon which the license was returned should not be overlooked. In most states there is a penalty for a late return of a license. This column should serve as a reminder to the pastor, and subsequently as proof of the fact that the license has been returned.

The Record of Funerals should be filled out in full. The information required

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The Record of Funerals should be filled out in full. The information required includes: whether deceased was a member of the congregation; full name; date and cause of death; age at death, in years, months, and days; date and place of burial. No

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names are ever removed from this roll, and funerals are numbered consecutively throughout the history of the congregation. If the deceased is a baptized but unconfirmed member of the congregation, at the time of the recording of the funeral, the vertical line before the name of the member in the Roll of Child Members should be crossed and the date of death entered there. If the deceased is a confirmed member, the same procedure is followed in the Roll of Members. Simply recording in the Record of Funerals the name of the deceased is insufficient. Every undertaker should be told by the pastor what information he requires for his records. In case the funeral and burial services are held in different communities and by different pastors, the service held by the pastor of the congregation should be recorded along with all the other information, and a note in the remarks column to the effect that burial (or funeral) services took place elsewhere. All funerals conducted by pastors of the congregation should be recorded—whether of members or non-members.

#### THE HISTORICAL RECORDS

The PARISH REGISTER serves also as the primary historical document of the congregation when it is properly maintained. The charter of the congregation (either the original document, or a certified copy), and the constitution and by-laws (the official copy), should be included. Space is provided in the Parish Register for recording amendments as they occur.

The roll of pastors and church councilmen is an important part of the congregation's history that is sometimes overlooked. The PARISH REGISTER provides ample space for recording each pastor and his years of service; and each church councilman and his terms of office.

The record of the annual statistical reports sent to the synod is also part of the PARISH REGISTER. This record should be kept carefully. At first sight it may seem needless, since a copy of the parochial report is retained by the congregation and presumably filed, and since the statistical summary appears in the minutes of the Synod. However, loose copies of parochial reports are easily misplaced and lost, and typographical errors in the published synodical reports are not unknown. When the pastor enters the year's figures in the PARISH REGISTER year after year, it provides an authentic and continuous record of the congregation's growth and development that is duplicated nowhere else.

Events of historical significance in the life of the congregation likewise find a place in the PARISH REGISTER in a special section. Here should be recorded brief notices of anniversaries celebrated, installations of pastors, burning of mortgages, bequests, memorial gifts, expansions of physical equipment, missions started, etc. There is, obviously, not room for trivial things, but matters of real importance should be noted as they come  
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LAN PUBLICATION HOUSE



## PASTORS



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# CHURCH COUNCIL

NAMES	OFFICE (Deacon, Etc.)	POSITION IN COUNCIL	DATE OF		
			ELECTION	INSTALLATION	END
1956					
Edward Jagow	Trustee	President	Dec. 9, 1955	Jan. 8, 1956	
Rele Koopman	Deacon	1st President	Dec. 9, 1955	Jan. 8, 1956	
George Michuda	Warden's assn	Secretary	"	"	
Henry Bauer	Deacon	Treasurer	"	"	
Richard Spiderman	Deacon	Ed. Sec.	"	"	
Edwin Zilke	Deacon	Concord. Assn.	"	"	
Harold Jorgensen*	Trustee				
Moses Villanuel	Trustee				
Carl Blank	Deacon	Ed. of Finance	Dec. 9, 1955	Jan. 8, 1956	
Arthur Blank		Warden's	"	"	
Wm. Mangelsdorf		Ed. of Finance	"	"	
Edward Horn		Ed. of Finance	"	"	
Max Litz		Ed. of Finance	"	"	
Joe Bay		Ed. of Finance	"	"	
Tom Jones		Ed. of Finance	"	"	



George Melchior	Wander's son	Secretary		
Henry Bauer	Reason	Treasurer	"	"
Richard Spickerman	Reason	Wm. Sec.	"	"
Edwin Zilke	Reason	Bd. of Finance	"	"
Thorwald Jorgensen*	Trustee	Concord. Assoc.		
Moses Villharnest	Trustee			
Carl Blank	Reason	Bd. of Finance		
Arthur Blank		Wander's	Nov. 9, 1950	Jan. 2, 1952
Wm. Mangelsdorf		Bd. of Finance	"	"
Edward Horn		Lutheran Church	"	"
Max Litz		Head Teacher	"	"
Isa Bey		Bd. of Ed.	"	"
Leo Jorgensen		Bd. of Ed.	"	"
Samuel Koritko		Bd. of Finance	"	"
Ludell Kildersleeve		Home for Aged	"	"
* Thorwald Jorgensen		W. dist. Committee	"	"
		Luther High	"	"
		Chief of Police	"	"
		Home for Aged	"	"
		Luther High	"	"
		Bd. of Finance	"	"
1957		Trustee		
Ed Wagner		Pres		
Ed Zilke		V. Pres		
George Melchior		Wm. Sec.		
R. Spickerman		Fin. Sec.		



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			ELECTION	INSTA
1958				
Ed Wagner	Trustee	Pres	12/9/57	1/1
Ed. Zilke	Bd of Fin	V. Pres	"	
Geo Michuda	Deacon	Lec.	"	
Henry Bauer	Deacon	Treas	"	
Richard Spickerman	Deacon	Fin. Sec.	"	
Arthur Blank	Com. del.	Bd of Fin	"	
Carl Blank	Trustee	Bd of Fin	"	
Thor Jorgensen	Deacon	Bd of Fin	"	
Ronald Locketh	Deacon	Bd of Ed	"	
Joe Ben	Trustee	Lect. Sec.	"	
Hatchie Moore	Deacon	H. Usher	"	
Wilbert Haulskutter	Deacon	Bd of Ed	"	
J. Ruel	Deacon	Bd of Ed	"	
B. Ein felt		Circuit 6	"	
Bartling Carl		Circuit 6	"	
L. Skogmo-kun	Home for	Wanders	"	
Moss Lutz	Home for	del.	"	
	Home for	Chap.	"	



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