



# Community of Christ

## *Appointment of a Recorder*

The CEM Recorder in consultation with the congregation's presiding officer appoints the congregational Recorder. The CEM Recorder submits that name and information to World Church for acceptance.

## *Responsibilities of a Recorder*

The Recorder is an assistant to the presiding officer of the congregation. They are responsible for collecting and reporting congregational information and ensuring its accuracy, such information would include – changes of address, baby Blessings, Baptisms, etc. The information may be reported either directly into the MIS (World Church Ministerial Information System – aka Shelby) or by forwarding the information to the CEM Office.

## *Life Events*

### **Blessing of Children**

The Blessing of children is a sacrament of the Church. Children may be blessed any time after birth up to the age of eight. Do not bless children eight years old and older. Record the following information –

- correct birth date and place of birth
- names of parents (include mother's maiden name)
- address
- date of Blessing
- place of Blessing
- full name of officiates when listing the officiates, list the spokesperson first.

### **Baptism and Confirmation**

Baptism and Confirmation is the sacrament through which individuals become members of the Church. Record the information of each sacrament –

- dates and place of Baptism and Confirmation
- date of birth
- place of birth if never been blessed
- parental information if new addition
- address
- indicate the congregation where the individual is to be enrolled
- person(s) officiating in the Baptism and Confirmation. (same as for Blessings)

Note: Deacons and Teachers may not officiate at the Baptism. Priests may not officiate at the Confirmation.

## **Marriage**

The Church recognizes and records all legally valid marriages. Record the following --

- date of marriage
- place of ceremony
- name of spouse
- full name of the person officiating
- name change, Yes or No, and Maiden Name
- address and full name of the member being married

Note: there may be address changes and possibly transfers to new congregations

## **Ordination**

Ordination is the sacrament through which a priesthood office is officially conveyed. Record the following information –

- office being Ordained to
- date of Ordination
- name of officiating and assisting ministers
- current address

Note: the CEM Office mails a form to the Pastor regarding the Ordination that needs to be completed and returned to the CEM Office

## **Divorce**

The Church records all legally valid divorces. Record the divorce in the record of each spouse. Record the following information –

- date of divorce
- place of divorce
- current address
- name of spouse divorcing

Note: there may also be two address changes and possibly transfers to new congregations

## **Deaths**

The Church records the deaths of members and those that are maintained in the database as “friends” or “miscellaneous names”.

Record the exact date of the death. If unknown, enter the month. Record the following information –

- date of death
- place of death
- spouse’s name (if applicable)

## *Other Processes*

### **Transfers**

It is important that the person being transferred and the congregation to whom the person is being transferred know of this change. It is also important the person request the transfer -- a student for example, may be attending University in another city but not want their membership transferred. *Remember to transfer all members of the family as appropriate. All names can be added to the one form.*

Record as much information as you have –

- new address
- new congregation

### **Name Correction or Legal Name Change**

It is the policy of the Church to record the legal names of its members. Do not record members under an alias or a nickname. Indicate the nickname in brackets next to their given names. The Recorder may ask for verification of a name change if there is any question about what a person's legal name is. Follow the same procedure to correct the misspelling of a name.

If you find there is more information that should be included in any of the above changes, and there is not enough room in the spaces provided, either write it on the back or add in a separate "Memo" or piece of paper.

Again, if you have any questions or comments or would like additional training, please do not hesitate to email or call.

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