

Maintenance of Vestry Records

It is important that records be properly and safely maintained. Each Church should have a:

Vestry Record of Services Book

Baptismal Register

Confirmation Register

Marriage Register

Burial Register

Vestry Meeting Minute Book

Parish Council Minute Book (where applicable)

These records should be kept, free from danger of fire, damp, or theft. It is preferable that they not be kept in the rectory or a private home. Where historic documents and registers are no longer used they may be placed in the diocesan Archives.

Where visiting clergy officiate at a funeral, wedding or some other pastoral service, please ensure that the appropriate registers are available and that the clergy person is made aware of the need to fill them in.