

## **VI. CONSOLIDATING ACT ANENT COMMUNION ROLLS**

*Edinburgh, 20th May 2000, Session 1*

(incorporating Acts XXIII 1933, VI 1938 (as amended by Acts I 1972, IV 1977 and III 1991), and VI 1951 and Regulations IV 1964 and I 1996)

The General Assembly enact and ordain:–

### **Communion Rolls**

1. There shall be a Communion Roll, made up and kept by the Kirk Session of every parish, containing the names and addresses of the communicants. A record shall be kept in this Roll of the dates:
  - (1) of enrolment
    - (a) by profession as First Communicants
    - (b) by receipt of Certificates of Transference
    - (c) by special resolution of the Kirk Session
  - (2) of removals
    - (a) by death
    - (b) by issue of Certificates of Transference
    - (c) by special resolution of Kirk Session.
2. For the purposes of attestation by the Presbytery, Communion Rolls kept manually shall be submitted in their entirety.

### **Communion Rolls on Computer**

3. A Congregation's Communion Roll may be kept on computer provided that an up-to-date printout of the Roll as at 31st December, duly attested by the Kirk Session, is produced at the annual inspection or records.
4. The printout shall contain the names and addresses, with date and manner of admission, of all members as at 31st December of the year under inspection. It shall also contain an appendix recording the names and addresses of people who have been removed from the Roll during the year, along with the date, reason and means of removal. The form and style of the printout shall be approved by the Superintendence Committee, or other committee appointed by the Presbytery for this purpose, before it first comes into use, and the committee shall report such approval to the Presbytery.
5. After attestation by the Presbytery, annual printouts shall be kept as historical records, and shall be preserved in a substantial loose-leaf binder, or permanently bound at intervals not exceeding ten years.
6. Kirk Sessions proposing to store data in a computer must ensure before doing so that the requirements of the Data Protection Act will be satisfied, and to this end they should record their intent with the Presbytery Clerk.

### **Certificates of Transference**

7. A communicant's name shall be transferred from the Communion Roll of one congregation to that of another congregation only by a Certificate of Transference, and such certificate shall not entitle to enrolment after the expiry of one year from the date which it bears. A Kirk Session receiving a Certificate after the period of validity has expired shall investigate the circumstances carefully and may thereafter resolve to add the name of the person concerned to the Communion roll or to take such other action as it shall deem appropriate.

In the case of persons presenting Certificates of Transference, the date of enrolment shall be the date of lodging the certificate; and, in other cases, it shall be the date of the resolution of the Kirk Session to add the name to the Roll. The date of removal shall be the date of death, or the issue of a Certificate of Transference, or of a resolution of the

Kirk Session to remove the name.

### **Annual Revision and Pastoral Oversight**

8. The Kirk Session shall revise and attest the Communion Roll, as at 31st December in each year, the attestation to include a statement of the number of names on the Roll after revision, and shall at the same meeting make an entry in the Minutes that it did so. It is recommended that intimation be given from the pulpit on each of the two preceding Sundays that this procedure is to be taken.
9. At the annual revision of the Communion Roll the question of adherence to vows of Church membership shall be raised in the case of any person who during the year under review, without obvious and sufficient reason, has not, in the opinion of the Kirk Session, shown sufficient interest or taken an adequate share in the worship, mission and service of the Church. In the case of every such person whose address is known, the question shall be raised personally.
10. If any person with whom the question of adherence to vows has been raised does not respond in a manner satisfactory to the Kirk Session, the Kirk Session may remove the name of such person from the Communion Roll at the next annual revision. The names of persons whose names have been removed from the Roll under this Section shall be recorded in the Minutes and may be restored to the Roll only by resolution of the Kirk Session.
11. The Kirk Session, with a view to lessening the danger of lapsing from Church connection, shall issue to every member in full Communion when leaving, or immediately after leaving, the parish or district to take up residence elsewhere, a Certificate of Transference, unless the communicant has expressed a definite desire to retain his or her connection with the congregation and the minister and Kirk Session are prepared to accept pastoral responsibility for him or her; and, if their destination be known, shall intimate accordingly, either to the minister of the parish within which the communicant is going, or has gone, to reside, or to the Presbyterian Correspondent. Kirk Sessions receiving Certificates of Transference shall acknowledge receipt of the same to the Kirk Session which has issued them.
12. (1) The Kirk Session, with a view to continued supervision, shall keep a Supplementary Roll, on which shall be placed the names of those who have been removed from the Communion Roll without a Certificate of Transference and who continue to reside in the parish or district.  
The Supplementary Roll shall be revised and attested annually.  
(2) While persons whose names have been placed on the Supplementary Roll of a congregation have had their names removed from the Communion Roll of that congregation, they are in no way debarred from being admitted to the Sacrament of the Lord's Supper if they so desire, nor from being restored to the Communion Roll of a congregation by special resolution of the Kirk Session.  
(3) Persons whose names have been placed on the Supplementary Roll are not eligible to be elected as office-bearers, nor to take part in, nor vote in Congregational Meetings. They may be admitted on application to the Electoral Register.  
(4) Persons whose names are on the Supplementary Roll and who remove to another parish should have their names removed from the Roll and intimation sent to the minister of the parish to which they have gone to reside.
13. It is the duty of the Kirk Session to exercise pastoral care throughout the parish and to take due account of persons who have no connection with any Church.

### **Attestation by Presbytery**

14. The Communion Roll and Supplementary Roll shall be submitted once a year to the Presbytery of the bounds for attestation, and Presbyteries are enjoined to see that each Kirk Session keeps a Communion Roll and Supplementary Roll in terms of this Act, and

submits the same annually to the Presbytery.

15. Notwithstanding anything contained in this Act, access to the Lord's Table shall not be refused to any person who desires to communicate, provided such person has previously been admitted a member in full communion and is not under discipline by a court of the Church.
16. The right of the Kirk Session to admit to the Lord's Table a member of any Christian Church is expressly affirmed.
17. This Act shall come into force on 1 January 2001 and Acts XXIII 1933, VI 1938 (as amended by Acts I 1972, IV 1977 and III 1991), VI 1951 and Regulations IV 1964 and I 1996 shall be repealed as at that date.