

How to Care for Parish Registers

- Registers should be filled in and signed by the officiant, at the time of, or as soon as possible after, the pastoral act. This insures that information is not lost.
- All parts of each entry shall be filled in completely.
- Entries should be accurate, using names as registered with Provincial Vital Statistics (birth Certificate names), NOT nicknames.
- Entries should be made in chronological order.
- All entries should be printed legibly, including the names of signatories.
- If at the time of completing an entry, a mistake is made, the correction must be initialed by the officiate.
- No page or entry should be removed from a register. Voided entries should be clearly noted and initialed.
- Marginal comments are not allowed.
- No change to dates or names can be made to any entry under the provision of the Criminal Code Section 377 (i). If an error is discovered, a certified statement of correction may be appended to the register at a later date.
- Access to parish registers should be allowed only according to established diocesan policy.
- All completed registers are to be given to the diocesan authorities in accordance with diocesan canons.
- All active registers are to be kept in a secure location, under the care of the Incumbent.
- In the case of a vacancy, they should be placed in the care of one of the church wardens or as diocesan canons provide. The synod office should be informed of their whereabouts.