

PRESBYTERY OF HAMILTON

ATTESTATION OF RECORDS COMMITTEE

The Presbytery enacts as follows :—

The following parochial records shall be examined and attested annually :—

Kirk Session Minute Book.

Deacons' Court Minute Book (if any).

Communion Roll.

Baptismal Register.

~~Proclamation Register.~~

Roll of Baptised Persons—not Communicants—(if any).

~~Abstract of Congregational Accounts.~~ *Annual Statement of Accounts*

Minute Books of Congregational Boards and of Managers shall be examined and attested.

Property Register.

The Attestation Committee shall see :—

1. That all records are exact and well kept, free from blottings and underlinings, and that no blank spaces be left.
2. That there be nothing in the actings of the Kirk Session, Deacons' Court, Managers or Congregational Board that appears censurable, that all proceedings are in accordance with the law and practice of the Church, and that the acts and recommendations of the superior Judicatories of the Church have been duly executed.
3. That there be in all records a marginal index of subjects, that insertions be attested on the margin by the Clerk, that words struck out (the number of words or lines being stated) be attested by the Moderator and Clerk as being by authority of the Court.
4. That all Minutes be signed by both the Moderator and the Clerk.
5. That advices made in former attestations have been observed.
6. That the Inventory of the Kirk Session property has been revised annually.
7. That the Communion Roll has been annually revised and attested by the Kirk Session and an entry to that effect made in the minutes.
8. That all admissions to Communion have been by resolution of the Kirk Session.
9. That an Elder has been appointed to the Presbytery and Synod.
10. That in parishes quoad omnia the Annual Accounts be engrossed in the Kirk Session Records.
11. That all records be in bound books other than loose-leaf books.