

Maintaining the Historic Roll

B.3.3 Full Members of the Congregation

B.3.3.1 Approval

A person becomes a full member of the congregation with the approval of

- a) the governing body;
- b) the congregation, if the congregation decides to take on this responsibility; or
- c) a chaplain in the Canadian Armed Forces and two full members of the United Church, if the person is under the chaplain's pastoral care.

B.3.3.2 Readiness

In order to become a full member, a person must have enough knowledge about the Christian faith and the United Church to make their commitment with understanding.

B.3.3.3 Process

A person becomes a full member through one of the following ways:

- a) adult baptism and profession of faith;
- b) confirmation, if the person was baptized as a child and has now reached the age of understanding;
- c) reaffirmation of Christian faith, if the person has already been baptized and made a profession of faith at an earlier time;
- d) through a certificate of transfer of membership in good standing from another congregation or church; or
- e) if the person cannot get a certificate of transfer of membership from another church, they may transfer their membership if the governing body is satisfied that they
 - i) have been baptized;
 - ii) became full members of their church after they made a profession of Christian faith;
 - iii) are of good Christian character; and
 - iv) have valid reasons for transferring to the United Church.

Certificates of Transfer: If a certificate of transfer of membership is presented (see paragraph (d) above) that is more than one year old, the governing body must check that the person is still in good standing with their congregation.

If the certificate is more than three years old, the governing body must be satisfied with the person's explanation for the time lapse.

B.3.6 Membership Records

B.3.6.1 Keeping Records

The governing body is responsible for

- a) keeping a record of all baptisms in the congregation;
- b) keeping the membership roll of the congregation;
- c) keeping the historic membership roll of the congregation; and
- d) recording, in its minutes, all decisions to admit people as full members.

B.3.6.2 Revising the Roll

The governing body is responsible for revising the membership roll at least annually by

- a) removing the names of members who have died;
- b) removing the names of members who have transferred to other congregations;
- c) removing the names of members who have resigned;
- d) removing the names of members who, in the governing body's opinion, have been absent for too long without a reasonable excuse;
- e) recording, in its minutes, all decisions to remove a name from the roll; and
- f) encouraging members who have moved away from the area to become members of congregations closer to their new homes.

B.3.6.3 Restoring Names to the Roll

A person whose name has been removed from the membership roll or who is under discipline may ask to become a full member in good standing again. The governing body is responsible for making a decision on the request.

B.3.6.4 Historic Roll

The governing body is responsible for keeping the historic roll, which includes the membership roll and the names of members removed under section B.3.6.2 above.