

GENERAL SYNOD
THE ELECTRONIC REGISTER BOOK OF SERVICES FORM AND CONDITIONS
2023

The General Synod has approved the following form and conditions under Canon F 12.3

Form

An electronic register book of services shall be kept in the form, or a form substantially similar to, that prescribed in the Schedule.

Conditions

1. An electronic register book of services may only be kept according to the form approved by General Synod under Canon F 12.3
2. In the case of a parish church, a parochial chapel, a chapel of ease, a chapel of a conventional district, a guild church, or a Cathedral church an electronic register book of services may be kept where the Parochial Church Council, Guild Church Council, District Church Council or Chapter, as the case may be, has passed a resolution to that effect.
3. Where a parish church, a parochial chapel, a chapel of ease, a chapel of a conventional district, a guild church, or a Cathedral church wishes to revert to keeping a paper register book of services the Parochial Church Council, Guild Church Council, District Church Council or Chapter, as the case may be, must pass a resolution to that effect.
4. A resolution must state the date upon which the use of an electronic register book of services shall take effect or cease.
5. Personal data may only be recorded in an electronic register book of services if to do so is in accordance with data protection law.

SCHEDULE

Form of electronic register book of services under Canon F 12.3

** denotes a mandatory field for entry*

For Service

Select Service	<i>[select the service]</i>
Please select the type(s) of service*	<i>[select type of service or enter new service type]</i>
Date*	<i>[enter date of service dd/mm/yyyy]</i>
Time*	<i>[enter time of service]</i>

Attendees

In person attendees

Number of persons (16+) attending the service in person*	<i>[enter the number]</i>
Number of children (under 16) attending the service in person*	<i>[enter the number]</i>
The number of communicants aged 16 or over*	<i>[in the case of a service of Holy Communion enter the number]</i>
The number of communicants aged under 16*	<i>[in the case of a service of Holy Communion enter the number]</i>

Online attendees

The number of online attendees	<i>[enter the number]</i>
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Total attendees

People and notes

Officiant*	<i>[enter name]</i>
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Preacher was the same as officiating minister *[tick box]*

Preacher if different to officiating minister *[enter name]*

Sermon subject *[enter subject]*

Notes *[enter data]*