

IV COMMUNION ROLLS AND ADHERENTS' ROLLS ACT (ACT IV 2025)

Edinburgh, 17 May 2025, Session 3

The General Assembly enact and ordain:–

Definitions

1. “Adherents’ Roll” shall mean a list of the names and contact details of those persons who are not on the Communion Roll but who are regular worshippers in the charge, who are not members of any other charge, and in respect of whom the Kirk Session is satisfied that they desire to be permanently connected with the charge, provided always that the Kirk Session must know of no adequate reasons why such persons should not be admitted as communicant members on the Communion Roll should they so apply.

“Communion Roll” shall mean a list of the names and contact details of the full communicant members of the charge.

“Electoral Register” shall mean, for the purposes of the Call, Election and Appointment of Ministers of Word and Sacrament Act (Act XI 2025), both the Communion Roll and the Adherents’ Roll.

Communion Roll and Adherents’ Roll

2. The Kirk Session of each charge shall make up and maintain a Communion Roll and an Adherents’ Roll. A person can only be listed on one or the other of such Rolls.
3. A record shall be kept in the Communion Roll of the dates:
 - (1) of enrolment
 - (a) by profession of faith
 - (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.
4. A record shall be kept in the Adherents’ Roll of the dates:
 - (1) of enrolment as an adherent as approved by the Kirk Session
 - (2) of removal as an adherent whether by death, by notice to, or by special resolution of the Kirk Session
 - (3) following profession of faith, by transfer to the Communion Roll.
5. Persons whose names are on the Communion Roll may be elected as office bearers in the charge and may vote in congregational meetings. Persons whose names are on the Adherents’ Roll may not be elected as office-bearers and are not entitled to vote in congregational meetings, save as follows: they may vote on Bases of Adjustment as provided for in the Presbytery Mission Plan Act (Act VIII 2021) and, being on the Electoral Register, on the election of a new minister in terms of the Call, Election and Appointment of Ministers of Word and Sacrament Act (Act XI 2025).

Attestation by Presbytery

6. The Communion Roll and the Adherents Roll shall normally be kept digitally, but may be kept in hard copy.
7. At the annual inspection of records by Presbytery, up-to-date printouts of both Rolls as at 31st December, duly attested by the Kirk Session, shall be produced for attestation by Presbytery. The printouts shall contain an appendix recording the names of people

who have been removed from the Rolls during the year, along with the date, reason and means of removal.

8. After attestation of the Rolls by the Presbytery, annual printouts shall be kept by the Kirk Session as historical records, and shall be preserved in a substantial loose-leaf binder, or permanently bound at regular intervals.
9. For the purposes of attestation by the Presbytery, Communion Rolls and Adherents' Rolls kept in hard copy shall be submitted in their entirety.

Data Protection requirements

10. The Communion Roll, the Adherents' Roll and any Supplementary Roll kept by the Kirk Session in terms of section 17 of this Act shall be maintained and retained in accordance with the law on Data Protection from time to time, and Kirk Sessions shall follow the Guidance in this respect provided by the Law Dept and available on the Church's website.

Certificates of Transference

11. 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 the communicant 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.
12. 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 appropriate Roll. The date of removal shall be the date of death, or date of issue of a Certificate of Transference, or the date of a resolution of the Kirk Session to remove the name from the Communion Roll.

Annual Revision of Rolls and Pastoral Oversight

13. Having given annual pulpit or other intimation that it is doing so, the Kirk Session shall revise and attest the Communion Roll and the Adherents' Roll, as at 31st December in each year, the attestation to include a statement of the number of names on the Rolls after revision. The Kirk Session shall make an entry in the Minutes that it did so.
14. 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 contact details are known, the question shall be raised personally.
15. In the case of any person with whom the question of adherence to vows has been raised, the Kirk Session shall consider their response, if any, and 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 Communion Roll under this Section shall be recorded in the Minutes and may be restored to the Communion Roll by resolution of the Kirk Session.
16. The Kirk Session, with a view to lessening the risk of losing 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. A Kirk Session receiving a Certificate of Transference shall acknowledge receipt of the same to the Kirk Session which has issued it. A Certificate of Transference may be issued by email to the departing communicant, and upon request by the communicant, a Certificate may be emailed direct to the new Session.

Supplementary Roll – transitional provisions

17. From the date of passing of this Act, Kirk Sessions are no longer required to keep Supplementary Rolls, on which were historically placed the names of persons who had been removed from the Communion Roll without a Certificate of Transference and who continued to reside in the parish or district. If any such Roll is kept, for example for the purposes of communicating with such persons by email newsletter, the following conditions must be observed:
 - (1) It must be kept accurate and up to date;
 - (2) Access to it should be restricted to those who require access for legitimate congregational purposes;
 - (3) It should be reviewed annually and entries should be erased where it is no longer necessary to retain them; and
 - (4) If an individual asks that their name be removed from the Roll, this should be acted on immediately.