

NOTES ON HOW TO USE THE REGISTER OF SERVICES

NOTE: Every Ordinary Bishop is required to submit in January of each year, to the Presiding Bishop an ANNUAL REPORT on the activity of his jurisdiction, according to the provisions of Canon 72.

The information needed to complete this ANNUAL REPORT, is extracted from the REGISTER OF SERVICES of each congregation. Therefore the entries in this Register must be as accurate as possible.

LEGEND

Please conform to this instructions for all entries made in this Register.

- (1) Upper box: Date of the Service
Lower box: the celebrated Service, for example Trinity IV.
- (2) Self explanatory
- (3) Self explanatory.
- (4) Self explanatory.
- (5) Self explanatory.
- (6) Self explanatory.
- (7) Self explanatory.
- (8) Please indicate:
 - B for Baptism
 - C for Confirmation
 - M for Marriage
 - O for an Order
 - R for Requiem
 - V for Viaticum
- (9) Special services as the Blessing of a house, of an animal, etc.
Explain in the column for General Remarks . (16)
- (10) Hour of the beginning of the service.
[time of celebration, not time announced]
- (11) Upper box: Celebrant's or Officiant's name
Lower box: Preacher's name, if a sermon is given
- (12) Upper box: Deacon's name.
Lower box: Subdeacon's name and/or name(s) of the servants
- (13) Total number of presents [including the clergy in the Sanctuary]
- (14) Total number of communicants [see above].
- (15) Self explanatory.
- (16) To be used as needed..