



# **A GUIDE FOR OFFICIAL ROLLS, REGISTERS AND GROUP MEMBERSHIP LISTS**

This binder contains the Official Rolls that must be maintained for each corps in the Canada and Bermuda Territory, as well as other Registers and Group Membership lists.

Names of every person affiliated with the corps, should appear on one of the five Official Rolls according to the guidelines (SECTION II).

**THE SALVATION ARMY  
CANADA & BERMUDA TERRITORY**

Revised March 2025

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# THE SALVATION ARMY CANADA & BERMUDA TERRITORY GUIDELINES

## ROLL DESCRIPTIONS

The following are the five official rolls for the Canada and Bermuda Territory, and every person should be represented on ONE of these rolls.

**JUNIOR SOLDIERS' ROLL** - Children 7+ who have signed a Junior Soldier pledge should be recorded on this roll until they are moved temporarily to the Senior Recruits' Roll waiting for preparation classes, or make a decision to become an Adherent (14+), or Senior Soldier (14+). At 18 those who have not become a Senior Soldier or Adherent, should be moved to the Friends' Roll.

**SENIOR RECRUITS' ROLL** - Anyone 14+ who is a prospective Senior Soldier should be moved to this roll temporarily, until preparation classes have been conducted. Following classes, names should be moved to the appropriate roll (Senior Soldier, Adherent). Names should not remain on this roll for more than two years.

**SENIOR SOLDIERS' ROLL** - Anyone 14+ who has signed a Senior Soldier Covenant and is in good standing in the corps should be recorded on this roll. Proper documentation must be obtained and filed before adding transfers from other corps, including for lay officers.

**ADHERENTS' ROLL** - Anyone 14+ who has made a profession of faith and has agreed to name The Salvation Army as their church home should be recorded on the Adherents' Roll. Official enrollment is encouraged.

**FRIENDS' ROLL** - Friends refers to individuals who support The Salvation Army's mission and activities but choose not to be soldiers or adherents. Friends may participate in Salvation Army events, volunteer their time, contribute financially, and generally align themselves with The Salvation Army's values and goals. They form a broader community that extends beyond the formal membership, allowing for a more inclusive involvement of individuals who share the Salvation Army's commitment to serving those in need and are growing in their own discipleship journey within the context of their corps community.

**Note:** the Cradle Roll (Register), Sunday School Register, Women's Ministries Integrated Membership Roll, Musical Sections members lists or any other group member lists are not official membership rolls. Names on these registers should also appear on one of the appropriate five official rolls following the guidelines above.



# **THE SALVATION ARMY CANADA & BERMUDA TERRITORY GUIDELINES**

## **ROLL MAINTENANCE**

- 1.** Corps Rolls are the property of the General of The Salvation Army.
- 2.** They will be kept by the Corps Officer or designated Local Officer, whose duty it will be to make needful entries. It must be accessible to the Corps Officer whenever he/she desires.
- 3.** The Divisional representative is responsible to check the condition and correctness of this book annually. It must always be available for his/her inspection.
- 4.** Entries and removals on all Rolls may be affected only in accordance with the Orders & Regulations for Pastoral Care Councils and guidelines for each respective Roll. Full name and other particulars must be filled in with respect to every soldier, immediately upon compliance with the required conditions. The Roll must be regularly reviewed at Pastoral Care Council meetings. All names should be recorded with the surname first, and full Christian name(s), not initials.
- 5.** The names of all corps officers must be entered or removed as soldiers at the first Pastoral Care Council following the change of officers, upon completion of the transfer request.
- 6.** The names of soldiers becoming officers should be removed as 'Transfers' at the first Census Meeting, following their commissioning, upon completion of the transfer request.
- 7.** If Rolls are maintained using electronic files or the official rolls management system, lists should be printed and stored in the binder annually, keeping the previous year and current year in the binder for reference. Upon the visit from DHQ these pages should be signed-off.

# THE SALVATION ARMY CANADA & BERMUDA TERRITORY

## OFFICIAL MEMBERSHIP ROLLS

### ADDITIONS

**ENROLMENT:** Names can be added to the SR. SOLDIER'S ROLL, JR. SOLDIER'S ROLL, or ADHERENT'S ROLL at any time following enrolment.

**TRANSFER IN:** Names can be added to any roll at any time provided that the required paperwork has been completed and stored for future reference and details entered into the Pastoral Care Council Minute Book.

**SR. RECRUIT'S ROLL:** Names of prospective Sr. Soldiers can be added at any time, and removed from the respective Roll they are moving from. This ensures that their name appears on only one of the five official rolls. Names should be removed after two years if no soldiership commitment has been made, and moved back to the appropriate roll (eg. Friend's Roll, Adherent's Roll)

**REINSTATEMENT:** Names can be added for individuals being reinstated, provided that written/verbal permission has been granted from the divisional representative, and details and authorization entered into the Pastoral Care Council Minute Books.

### REMOVALS

**MOVING BETWEEN ROLLS:** Names can be moved between the rolls at any time in accordance with the respective roll guidelines, keeping in mind that names can only be recorded on one roll at a time.

**PROMOTED TO GLORY & TRANSFERRED TO ANOTHER CORPS:** Names can be removed from all rolls at any time if a person is Promoted to Glory or Transferred to Another Corps with completed paperwork.

**NON-ATTENDANCE:** Removal from the Junior Soldiers' Roll, Senior Soldiers' Roll, Senior Recruits' Roll or Adherents' Roll for non-attendance requires written/verbal permission from the divisional representative, and should be supported by documentation indicating that the individual has been made aware of their removal or attempts to contact the individual have failed.

**OTHER REASONS:** Removal for any other reason (e.g. poor standing) requires written/verbal permission from the divisional representative and must be signed off on the official roll.

*Further details are found in the Orders & Regulations for Senior Pastoral Care Councils, located in  
SECTION I – ADMINISTRATION: Pastoral Care Council Minute Books*

### SAMIS

Adjustments to the official SAMIS numbers should be updated annually in conjunction with the sign-off and visit of the Divisional representative.

# CORPS MEMBERSHIP: ADDITIONAL/REMOVALS PAGES

## INSTRUCTIONS

Keep a copy of this page to track membership changes throughout the year. Reference the Official Membership Rolls - Guidelines for information on adding and removing names from the rolls.

EXAMPLES: Use these examples as guidelines for completing your Additions/Removals page, part of the Annual Corps Review document.

1. Jane Doe has been enrolled as a Sr. Soldier - from the Sr. Recruits roll. An 'X' has been entered under 'ADD - Sr. Soldier', and an 'X' has been entered under 'REMOVE - Sr. Recruits'. This shows movement between Rolls. a 'REASON' is not required for this entry.
2. John Smith has been transferred from Jr. Soldier. An 'X' under 'REMOVE - Jr. Soldier' indicates this change. And an 'X' has been entered under 'REASON - To Other Church/Corps' with indication of where John went.
3. Mary Brown has been enrolled as a Sr. Soldier - from the Adherents roll. An 'X' has been entered under 'ADD - Sr. Soldier', and an 'X' has been entered under 'REMOVE - Adherents'. This shows movement between Rolls. a 'REASON' is not required for this entry.
4. Tom Thumb has been added to Senior Soldiers, From Other Corps.

## CORPS MEMBERSHIP: ADDITIONS AND REMOVALS

Enter names in the table below, indicating movement accordingly.

\*For detailed instructions see the instructions page.

NAME	ADD					REMOVE					REASON								COMMENTS
											Enter √ to indicate reason.								
											Add				Remove				
	Adherents	Friends	Junior Soldiers	Senior Soldiers	Senior Recruits	Adherents	Friends	Junior Soldiers	Senior Soldiers	Senior Recruits	Reinstated	From Other Corps/Church	New Contact	P/G – Deceased	Double Entry	Verified Non-Attendance	To Other Corps/Church	Other	
Jane Doe				x						x									
John Smith								x									x		To Timber Lake
Mary Brown				x		x													
Tom Thumb				x							x								From Central CC

When complete, names which require Divisional sign-off at the inspection can be identified scanning down the REASON column and highlighting those under the REMOVE column.

## CORPS MEMBERSHIP: ADDITIONS AND REMOVALS

Enter names ONCE in the table below, indicating movement accordingly  
Details of these changes need to be documented in the Pastoral Care Council Minute Book.

[illegible]

Date \_\_\_\_\_

Local Officer

Corps Officer

DC or designate

## THE SALVATION ARMY CANADA & BERMUDA TERRITORY ROLLS AND OTHER REGISTERS

The five official rolls include Sr. Soldier's Roll, Adherent's Roll, Junior Soldier's Roll, Sr. Recruit's Roll and Friends' Roll. Every person associated with the corps should be recorded on ONE of these five rolls. Members' names may appear on several other Registers and Group Memberships lists according to their involvement.

**CRADLE ROLL (REGISTER):** Every infant up to their 5<sup>th</sup> birthday should be recorded on the Cradle Roll (Register). Their names should also be recorded on the Friend's Roll.

**DEDICATION REGISTER:** Record information about Dedication Ceremonies conducted.

**LOCAL OFFICERS/LEADERS:** Keep track of Local Officers who are commissioned or completing a leadership role. All other leaders can also be included on this list.

**MARRIAGE REGISTER:** Use these pages if there is no other Marriage Register maintained at the corps. Attach supporting documentation (Marriage License copy) to the back of the page if required in your province/region.

**SEEKER'S REGISTER:** The Seeker's Register keeps track of individuals who have sought spiritual guidance for salvation, greater commitment, officership, or holiness. **Seekers – First Time** are those who have made a decision to follow Jesus Christ and allow Him to have lordship over their life for the first time. **Seekers – Other** include those who have made a recommitment, answered the call to officership, or commit to deeper holiness. While generally Seekers are counted as those who come forward in a Sunday service, seekers can also be counted when commitments are made during home visits, regular programming or other special events.

**WOMEN'S MINISTRIES INTEGRATED MEMBERS ROLL:** Ministry units are required to keep a Women's Ministries Integrated Members Roll. This document keeps track of every woman who attends any Women's Ministries group, and also records which groups each woman attends.

**YP RECRUIT'S ROLL (REGISTER):** Children and youth up to 18, who are prospective Junior Soldiers can be recorded on this register for purposes of recruitment.



# LOCAL OFFICER & LEADER POSITIONS

For Information about roles and responsibilities, see the respective Orders and Regulations found on My Army.

Corps Sergeant Major  
Corps Treasurer  
Corps Secretary  
Young People's Sergeant  
Major Cradle Roll Sergeant  
Community Care Secretary  
Women's Ministries Secretary  
Recruiting Sergeant

CCM Secretary  
Flag Sergeant

YP Treasurer  
CCM Treasurer  
WM Treasurer

## SR MUSIC MINISTRIES

Band Master  
Band Secretary/Treasurer  
Songster Leader  
Songster Secretary  
Timbrel Leader

Deputy Band Master  
Band Librarian  
Deputy Songster Leader  
Songster Librarian

Band Sergeant  
Positions Songster  
Sergeant

## YP MINISTRIES

YP Band Leader  
Singing Company Leader  
YP Timbrel Leader  
Scouting Leaders

Leader Guiding Leaders

YP Band Sergeant  
Singing Company Sergeant  
YP Creative Arts

## VARIOUS MINISTRY GROUPS

### MUSIC MINISTRIES

Songsters  
Band  
Timbrels  
Worship Team  
Music Education  
YP Band  
Singing Company  
YP Timbrels  
YP Worship Team  
Creative Arts Group

### DISCIPLESHIP GROUPS

Ready To Serve  
Youth Bible Study  
Prayer & Bible Study  
Cell Groups  
WM – Spiritual Focus Groups

### OUTREACH & SERVICE

Candidate's Fellowship  
Community Care Ministries  
Alpha  
Street Ministries/Drop-In  
English Conversation Circle  
Healing & Wholeness Groups  
WM – Healthy Lifestyles  
Celebrate Recovery  
Love New Canadians

### FELLOWSHIP GROUPS

Adult Fellowship  
Men's Fellowship  
Couple's Fellowship Senior's  
Fellowship  
Youth Groups  
Day Camp  
Pioneer Club  
Kids Club  
WM Pre-school Focus Groups  
Guiding/Scouting

# SR SOLDIER'S ROLL

Note: Details regarding Additions and Removals need to be documented in the Pastoral Care Council Minute Book and signed off by the DHQ representative at the time of the inspection.

Last Name	First Name	Date Added to the Roll	Date Removed	Roll transferred from/to Corps transferred from/to Or other source of origin	Officer name

# ADHERENT'S ROLL

Note: Details regarding Additions and Removals need to be documented in the Pastoral Care Council Minute Book and signed off by the DHQ representative at the time of the inspection.

Last Name	First Name	Date Added to the Roll	Date Removed	Roll transferred from/to Corps transferred from/to Or other source of origin	Officer name

# FRIEND'S ROLL

Note: Details regarding Additions and Removals need to be documented in the Pastoral Care Council Minute Book and signed off by the DHQ representative at the time of the inspection.

Last Name	First Name	Date Added to the Roll	Date Removed	Roll transferred from/to Corps transferred from/to Or other source of origin	Officer name

# JR SOLDIER'S ROLL

Note: Details regarding Additions and Removals need to be documented in the Pastoral Care Council Minute Book and signed off by the DHQ representative at the time of the inspection.

Last Name	First Name	Date Added to the Roll	Date Removed	Roll transferred from/to Corps transferred from/to Or other source of origin	Officer name

# SR RECRUIT'S ROLL

Note: Details regarding Additions and Removals need to be documented in the Pastoral Care Council Minute Book and signed off by the DHQ representative at the time of the inspection.

Last Name	First Name	Date Added to the Roll	Date Removed	Roll transferred from/to Corps transferred from/to Or other source of origin	Officer name

# CRADLE ROLL (REGISTER)

Infants ages 0 – 5<sup>th</sup> birthday should be listed here. These names should also be recorded on the Friend's Roll.

Infant's Name	Birthdate	Parent Name	Parent Contact	Date Added To Cradle Roll & Friend's Roll	Date Removed from Cradle Roll	Reason	Officer Signature



# DEDICATION REGISTER

Record information for each dedication ceremony.

Infant's Name	Birthday	Birthplace	Dedication Date	Parent's Names	Parent's Contact Info	Parent Signature	Officer Signature

# LOCAL OFFICERS/LEADERS

List all Commissioned and Non-Commissioned leaders for corps and all groups.

Name	Position	Start Date	* Not commissioned	Date Commissioned	Date Concluded	Reason For Concluding	Long Service Recognition	Officer Signature

# PASTORAL CARE COUNCIL MEMBERS

[illegible]



# LEADER/VOLUNTEER SCREENING

Name	Position	Date of Last Armatus Training	Module Completed?	Date of last Police Check	Officer Signature

# MARRIAGE REGISTER

Attach supporting documents to the back of this page, if applicable.

Maiden Name of Bride & Groom's Name	Address	Date of Wedding	Location	Officiating Officer Signature	Marriage License/Number

# PROMOTED TO GLORY/FUNERAL

Names of those who have filed application for the Candidate's Fellowship.

Last Name	First Name	Date of Birth	Date of Funeral	Place of Funeral	Officer Signature

# SEEKER'S REGISTER

**DEFINITIONS:** Sr/Jr Seeker – 1<sup>st</sup> Time = Salvation, Sr/Jr Seeker-Other = Holiness, Commitment, Prayer  
**DETAILS:** Details regarding significant commitments can be brought to the Pastoral Care Council and entered into the PCC Minute Book.

Date	Name	Contact Info	First Time (Salvation)	Seeker – Other (Holiness, Commitment)	SR	YP	Current Membership						Date of Follow Up	Comments & Referrals
							Sr Soldier	Adherent	Friend	Sr Recruit	Jr. Soldier	New Contact		





## WOMEN'S MINISTRIES ADDITIONS/REMOVALS

Enter names to indicate any changes to the WM Integrated Membership Roll

[illegible]

Date \_\_\_\_\_

**Local Officer**

**Corps Officer**

DC or designate

# YP RECRUIT’S ROLL (REGISTER)

Note: Keep track of prospective Junior Soldiers. Each name should also be recorded on the Friend’s Roll until enrollment as a Junior Soldier.  
Prospective Sr. Soldier’s should be tracked on the SR. RECRUIT’S ROLL.

Last Name	First Name	Date Added to the Roll	Date Removed	Officer name

# CANDIDATES' FELLOWSHIP

Names of those who have filed application for the Candidate's Fellowship.

Last Name	First Name	Date Application Registered	Date Entered CFOT	Officer Signature

# COMMUNITY CARE MINISTRIES

**List all Commissioned and Non-Commissioned members.**

[illegible]

# ADULT GROUP: \_\_\_\_\_

Prayer & Bible Study, Cell Groups, Alpha, Adult Fellowship Groups, Senior's Club, etc.

Name	Contact Info (phone or email)	Comments

[illegible]

\_\_\_\_\_

Kid's Club, YP Band, Singing Company, YP Timbrels, Ready To Serve, Pioneer Club, CROSSzone, CROSStraining, Youth Group

[illegible]



# SUNDAY SCHOOL (REGISTER)

List all children who attend Sunday School. These names should also be recorded on the Friend's Roll or Junior Soldier Roll (7-18).

[illegible]