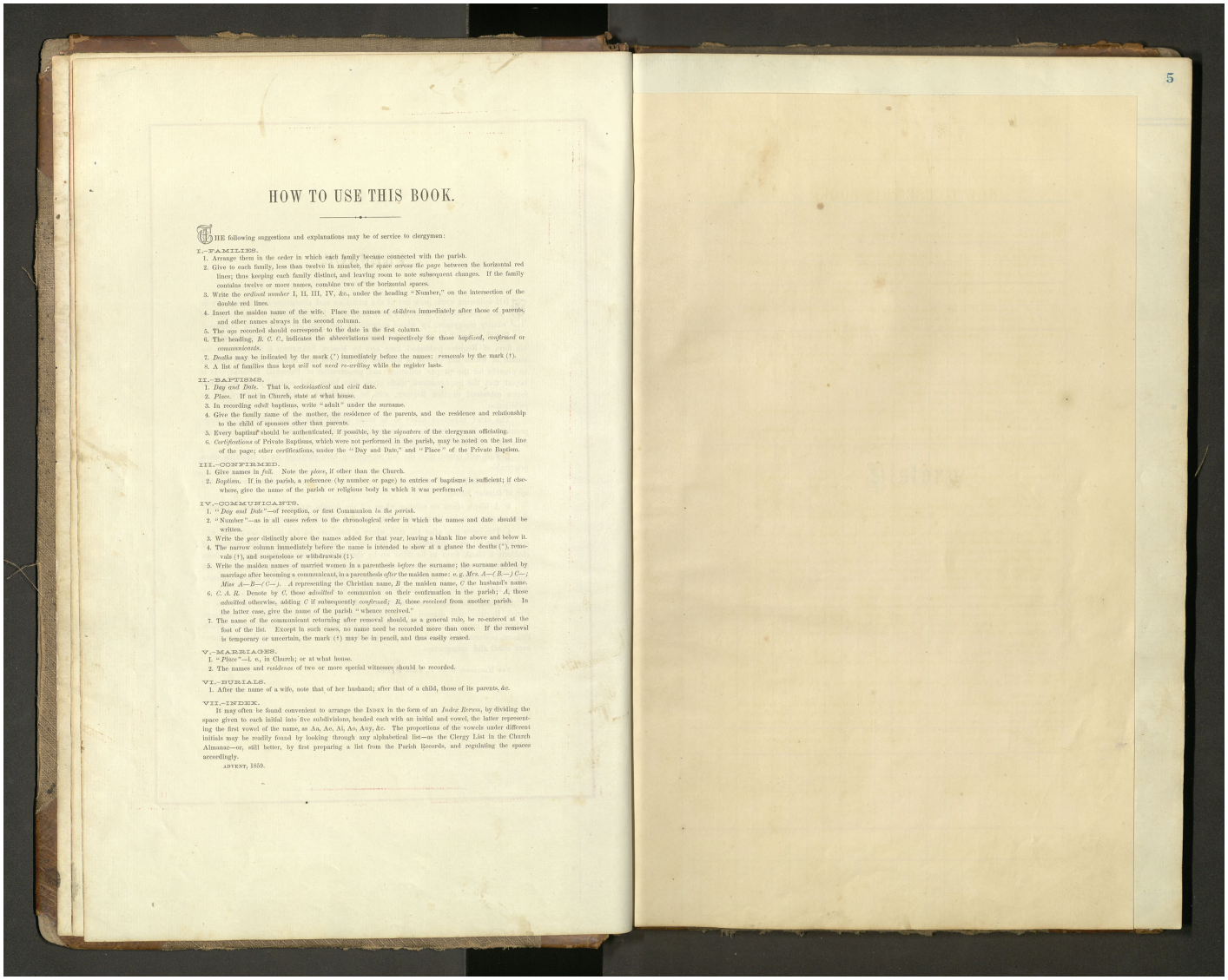
Bruton Parish Church Register 1868-1908 - How To Use This Book

Bruton Parish Church Register 1868-1908
Page Number: 6



HOW TO USE THIS BOOK.

THE following suggestions and explanations may be of service to clergymen:

I.–FAMILIES.
1. Arrange them in the order in which each family became connected with the parish.
2. Give to each family, less than twelve in number, the space *across the page* between the horizontal red lines; thus keeping each family distinct, and leaving room to note subsequent changes. If the family contains twelve or more names, combine two of the horizontal spaces.
3. Write the *ordinal number* I, II, III, IV, &c., under the heading "Number," on the intersection of the double red lines.
4. Insert the maiden name of the wife. Place the names of *children* immediately after those of parents, and other names always in the second column.
5. The age recorded should correspond to the date in the first column.
6. The heading, *B. C. C.*, indicates the abbreviations used respectively for those *baptized, confirmed* or *communicants*.
7. *Deaths* may be indicated by the mark (*) immediately before the names: *removals* by the mark (†).
8. A list of families thus kept *will not need re-writing* while the register lasts.

II.–BAPTISMS.
1. *Day and Date.* That is, *ecclesiastical* and *civil* date.
2. *Place.* If not in Church, state at what house.
3. In recording *adult* baptisms, write "adult" under the surname.
4. Give the family name of the mother, the residence of the parents, and the residence and relationship to the child of sponsors other than parents.
5. Every baptism should be authenticated, if possible, by the *signature* of the clergyman officiating.
6. *Certifications* of Private Baptisms, which were not performed in the parish, may be noted on the last line of the page; other certifications, under the "Day and Date," and "Place" of the Private Baptism.

III.–CONFIRMED.
1. Give names in *full*. Note the *place*, if other than the Church.
2. *Baptism.* If in the parish, a reference (by number or page) to entries of baptisms is sufficient; if elsewhere, give the name of the parish or religious body in which it was performed.

IV.–COMMUNICANTS.
1. "*Day and Date*"—of reception, or first Communion *in the parish*.
2. "Number"—as in all cases refers to the chronological order in which the names and date should be written.
3. Write the *year* distinctly above the names added for that year, leaving a blank line above and below it.
4. The narrow column immediately before the name is intended to show at a glance the deaths (*), removals (†), and suspensions or withdrawals (‡).
5. Write the maiden names of married women in a parenthesis *before* the surname; the surname added by marriage after becoming a communicant, in a parenthesis *after* the maiden name: e. g. *Mrs. A—(B—) C—; Miss A—B—(C—). A* representing the Christian name, *B* the maiden name, *C* the husband's name.
6. *C. A. R.* Denote by *C*, those *admitted* to communion on their confirmation in the parish; *A*, those *admitted* otherwise, adding *C* if subsequently *confirmed*; *R*, those *received* from another parish. In the latter case, give the name of the parish "whence received."
7. The name of the communicant returning after removal should, as a general rule, be re-entered at the foot of the list. Except in such cases, no name need be recorded more than once. If the removal is temporary or uncertain, the mark (†) may be in pencil, and thus easily erased.

V.–MARRIAGES.
1. "*Place*"—i. e., in Church; or at what house.
2. The names and *residence* of two or more special witnesses should be recorded.

VI.–BURIALS.
1. After the name of a wife, note that of her husband; after that of a child, those of its parents, &c.

VII.–INDEX.
It may often be found convenient to arrange the INDEX in the form of an *Index Rerum*, by dividing the space given to each initial into five subdivisions, headed each with an initial and vowel, the latter representing the first vowel of the name, as Aa, Ae, Ai, Ao, Au*y*, &c. The proportions of the vowels under different initials may be readily found by looking through any alphabetical list—as the Clergy List in the Church Almanac—or, still better, by first preparing a list from the Parish Records, and regulating the spaces accordingly.

ADVENT, 1859.

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2.Give to each family, less than twelve in number, the space across the page between the horizontal red lines; thus keeping each family distinct, and leaving room to note subsequent changes. If the family contains twelve or more names, combine two of the horizontal spaces.

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and other names always in the second column.

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2. *Baptism.* If in the parish, reference (by number or page) to entries of baptisms is sufficient; if elsewhere, give the name of the parish or religious body in which it was performed.

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2. “Number”—as in all cases refers to the chronological order in which the names and date should be written.

3. Write the *year* distinctly above the names added for that year, leaving a blank line above and below it.

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5. Write the maiden names of married women in a parenthesis before the surname; the surname added by Marriage after becoming a communicant, in a parenthesis before the surname; the surname added by Marriage after becoming a communicant, in a parenthesis after the maiden name: e.g. *Mrs. A— (B. —) C—; Miss A—B—(C—).* A representing the Christian name, B the maiden name, C the husband’s name.

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Advent, 1859.

Subject Headings: Church records and registers --Virginia-- Williamsburg.

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