

Archives: Diocese of Edmonton

PARISH RECORDS WANTED FOR DEPOSIT IN THE DIOCESAN ARCHIVES

1/ **REGISTERS:** Baptismal, Confirmation, Banns of Marriage, Marriage & Burial

Locate all Parish Registers and arrange chronologically. Ensure that no registers are missing. On a slip of paper or post-it note, record the outside dates of entries in each register and place inside register.

e.g.: St. Swithin's Anglican Church: Marriage Register: June 1936 to April 1947

2/ **VESTRY BOOKS / PARISH ROLLS:** Vestry Books sometimes referred to as Service Registers. Gather, check for completeness and label as for Parish Registers.

3/ **ANNUAL VESTRY MEETING – MINUTES & REPORTS:**

Compile a complete set of Annual Vestry meeting minutes, including reports from parish groups, annual financial statements, and a list of persons elected or appointed to parish positions. Arrange chronologically and date clearly - - using the date of the meeting.

e.g.: January 26, 1996 - - - not just January 26

4/ **CHURCH COMMITTEE / PARISH COUNCIL MINUTES:**

Compile a complete set of minutes. Arrange and date as # 3, above.

5/ **PARISH ORGANIZATIONS:** e.g.: ACW, Church School, Fellowship Group, Young People's Group

Ask every parish group to locate and organize their minutes, including membership lists, ANNUAL financial statements, reports and other material depicting the group's activities. Remind all groups to date material carefully.

6/ **LEGAL & OTHER DOCUMENTS:**

Include legal documents, as well as Incorporation, Dedication and Consecration documents.

Inclusion of references to meetings or other circumstances leading to, or explaining the reason for the legal document is helpful.

7/ **ARCHITECTURAL PLANS:** including paintings & drawings of buildings

It is most helpful if all plans are clearly dated, with any additional information added - - this added information could take the form of notes or other details:

e.g.: ~ see Church Committee minutes, June 1976
~ plans for rectory, St. Swithin's Anglican Church, Maple Ridge

You might want to make photocopies of plans you could possibly need again. Commercial photocopy companies often have equipment capable of copying large sizes. This way the original cannot go missing as I have found happens when originals are borrowed back from the Archives!

8/ SERVICE LEAFLETS [SUNDAY PEW BULLETINGS] & NEWSLETTERS

Current information from church historians indicates that pew leaflets are the single most useful record for their research! They can be filed, by year, opened flat.

Parish Newsletters are also valuable records of parish activities. Please make sure they are dated clearly – in addition to any volume number.

9/ PARISH CEMETERY / MEMORIAL GARDEN RECORDS:

Send the original register OR photocopies of each entry or page.

10/ PHOTOGRAPHS & SNAPSHOTS:

These are only of value when they are identified with names & date! Photos of the Church & its buildings, clergy, lay leaders, parish groups, confirmations classes, special parish events are all useful. For events, you may wish to deposit only a few representative photos, and keep the rest for parish displays. PLEASE LABEL WITH NAMES, DATE AND NAME OF EVENT.

Photos can be labeled on the back using *a very soft pencil - - - 3B.*

12/ PARISH HISTORIES – HAND-WRITTEN, TYPED OR PRINTED:

If not a “formal” printed history, please be sure history notes are DATED and have the name of the WRITER clearly indicated. If the history was prepared for a special occasion, please mention that as well.

13/ CLERGY PAPERS:

These would be in addition to parish records that the clergy may have prepared. His/her papers could include correspondence, sermon notes on contemporary issues, and other material such as diaries, and calendars of events.

14/ PAPERS OF LAYPERSONS:

Personal collections of parish officers and long-time parishioners, containing a LARGE church component would also be welcome.

A PARISH ARCHIVES GROUP COULD PREPARE THIS MATERIAL BEFORE TRANSFERRING IT TO THE ARCHIVES.

SUCH PREPARATION WILL HIGHLIGHT ANY GAPS IN THE RECORDS THAT CAN BE FILLED BEFORE THE MATERIAL IS TRANSFERRED TO THE ARCHIVES.

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