

# HURON PERTH PRESBYTERY ARCHIVES COMMITTEE REPORT 2006

## SUMMARY OF INSPECTION:

PASTORAL CHARGE	DATE VISITED	RECORD OF LAST VISIT	REGISTERS	MINUTE BOOKS	ROLL	TRUSTEE DECLARATION
CENTRAL STRATFORD	02/05/06	NO RECORD	CUM NOTA	CUM NOTA	CUM NOTA	RECEIVED
CENTENNIAL STRATFORD	02/05/06	NO RECORD	CUM NOTA	CUM NOTA	CUM NOTA <sup>1</sup>	RECEIVED
BELGRAVE	<u>NO RESP</u>	<u>ONSE</u>	X	X	X	X
MILVERTON	21/06/06	1989	CERTIFIED	CUM NOTA	CERTIFIED	RECEIVED
WINGHAM	10/08/06	1990	CERTIFIED	CUM NOTA	CERTIFIED	RECEIVED
CENTRALIA	20/06/06	1999	CUM NOTA	CUM NOTA	CUM NOTA	NOT RECEIVED
KIRKTON/ WOODHAM	13/10/06	1989	CERTIFIED	CUM NOTA	CERTIFIED	NOT RECEIVED
MITCHELL	22/06/06	NO RECORD	CERTIFIED	CUM NOTA	CERTIFIED	RECEIVED
TRINITY LISTOWEL	10/08/06	1991	CUM NOTA	CUM NOTA	CERTIFIED	RECEIVED
CALVARY etc LISTOWEL	23/06/06	1989	CERTIFIED	CUM NOTA	CERTIFIED	RECEIVED (3)
SEBRINGVILLE	<u>NO RESP</u>	<u>ONSE</u>	X	X	X	X

## **NOTES:**

“CERTIFIED” means that the record is being kept within the acceptable Archives standards for the United Church of Canada and is complete.

“CUM NOTA” means that the record is not being kept within the acceptable Archives standards for the United Church of Canada. Shortcomings have been noted on sheets submitted to the various congregations. Records with CUM NOTA attached are inadmissible as evidence in a civil court of law.

“TRUSTEE DECLARATION” is a statement of annual accounting to the congregation, a statement of trust conditions, the method of disbursement of assets, and whether the Trustees are responsible for building maintenance, insurance and whether the insurance is reviewed annually.

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## COMMENTS AND RECOMMENDATIONS:

1. It appears that the records in this cycle have not been inspected for some time. The 2006 inspection included examination for only the last three years and a check for some evidence of a previous inspection. The state of the record keeping does seem to be consistent for many years.

2) The majority of the records inspected did not meet the minimum standard.

3) It is evident that the contact person in each pastoral charge was unaware of tri-annual record inspection and the reason for it.

pastoral charge.

6) I suggest that a copy of sample minutes made to Archival standards by the Archives Committee be distributed to each pastoral charge through the Presbytery Secretary.

**SUBMISSION OF HISTORIC RECORDS:**

The following records have submitted to the United Church Archives:

ST. ANDREW'S UNITED CHURCH KIPPEN	WHITECHURCH UNITED CHURCH
<ul style="list-style-type: none"><li>• Women's Missionary Society Minutes 1959-1961</li><li>• Women's Association Minutes 1959-1961</li><li>• United Church Women Minutes 1962-1966</li><li>• Six Record Books of Receipts and Expenses for the United Church Women as follows: 1962-2002</li></ul> No receipt has been provided by the Archives Office to date	<ul style="list-style-type: none"><li>• Board of Stewards Minutes 1937-1985</li><li>• Official Board Minutes 1913-1943</li><li>• Communion Roll 1942-1964</li><li>• Young Adults Group 1951-1955</li></ul> No receipt has been provided by the Archives Office to date  The following records will be submitted at a later date. <ul style="list-style-type: none"><li>• Session Minutes 1925-2006</li><li>• Historic Roll 1990-2006</li></ul>

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**LONDON CONFERENCE STORAGE OF ARCHIVAL MATERIAL:**

There has been some indication that London Conference will take on the responsibility for its own historical records by using electronic storage of data and returning paper records to the pastoral charges for storage because of an apparent projected cost saving over the amount charged by Victoria University.

Maureen Beecroft (Parkview United Church: Stratford) has submitted the following questions to me about this matter. I have requested that these

questions be placed on the London Conference Archives Committee Agenda so that answers can be provided:

1. What happens to the existing records from London Conference that are now in the Archives. Will they be returned to the churches if we discontinue our support of the Archives? Who will pay for the costs of returning these to the pastoral charges? Will we, as non supporting members of the Archives, be denied access to the records continued to be stored there?
2. What happens to the records from London Conference churches that no longer exist due to closing and amalgamation?
3. What will happen to records from clergy of London Conference who have since died, who donated their personal papers, clergy records and other ephemera to the Archives?
4. Right now we have access to microfilm of some London Conference records through inter library loan. Will this still be available through the Conference Office and how will it be handled? Will researchers have to pay to borrow records? Who owns the microfilm already available? Will research of records be available to anyone outside of London Conference without having to come to London? Does the Conference Office have room to set up a research library with the proper equipment to access the records that people want to view?
5. Will London Conference provide funds to churches to train churches in handling and storage of these precious records, as well as provide funds to help churches set up proper archival storage. Will there be a trained, certified archivist available to help with this?

PRESBYTERY INSPECTION STAMPS:

At one time Huron Perth Presbytery Archives Committee possessed an inspection stamp which is now missing. I request that Huron Perth Presbytery 4/ pay for two new inspection stamps which read as follows:

Inspected by  
Huron Perth Presbytery  
Archives Committee  
per \_\_\_\_\_  
Date: \_\_\_\_\_  
CERTIFIED

Inspected by  
Huron Perth Presbytery  
Archives Committee  
per \_\_\_\_\_  
Date: \_\_\_\_\_  
CUM NOTA

RETENTION OF RECORDS:

A reminder should be noted that Church records should not be stored in any other place than the church office in a secure container.

*John Gould*

WORSHIP COMMITTEE MEETING - 7:30p.m.

CALL TO ORDER AND ATTENDANCE:

The regular monthly meeting was called to order at 7:30p.m. on September 1, 2005 by The Chair in the church All Purpose Room with a quorum present. In attendance were: John Brown, Mary Smith, Paul Black, Kim Johnson, Margaret Pate, William Green, Vera White and Reverend Abel Parsons. The meeting was opened with prayer.

MINUTES:

**MOVED by Mary Smith, SECONDED by Paul Black AND CARRIED** that the Minutes be approved as printed and distributed. **CARRIED.**

BUSINESS ARISING FROM THE MINUTES:

A discussion was held about the short term goals from the last meeting and how these were going as follows: There is now a list of lay readings for Scripture, and a list of door greeters when people arrive. The Name Tags for Greeters have not arrived yet.

**MOVED by John Brown, SECONDED by Mary Smith AND CARRIED** that we suggest to the session that door greeters and ushers take some Cardio Pulmonary Respiration (CPR) training.

NEW BUSINESS:

A discussion was held about the Church Year as it relates to the worship services.

**AGREED** that Kim Johnson find volunteers to light the Advent candles each Sunday.

**AGREED** that the choir will not process except on special Sundays.

**AGREED** that announcements not printed should be made by someone other than the minister.

**AGREED** that there be inspirational music played either on the organ, piano or tape before the service.

**AGREED** that when the Christ Candle is lit there be a minute to gather thoughts and prepare for worship before the Call to Worship.

**MOVED by Vera White, SECONDED by William Green AND CARRIED** that since there is no other business, that the meeting close with the next regular meeting on October 1st at 7:30 in the church all purpose room. Time was 8:45 p.m.

*Margaret Pate*

SECRETARY

*Kim Johnson*

CHAIR

*M.P.*

ITEMS TO CONSIDER  
WHEN WRITING MINUTES TO ARCHIVAL STANDARDS

At the top of every page:

- Date on left side.
- Page number on right side.
- Each page of the Minutes records meeting time, place and date.

## On the first page of the Minutes:

- The name of the Church and name of the Board or Committee.
- Under whose authority the meeting was called.
- That a quorum exists.
- The full names of those attending the meeting.

## In the body of the Minutes:

- Recording of Motions and whether or not they were Carried or Defeated.
- The inclusion of Movers and Seconders is optional.
- Topical headings.
- Full names are to be used in the Minutes
- Actions may be Agreed to in non-financial matters if there is unanimous consent by consensus.
- Meetings may be closed either when the end of the Agenda is reached or by Motion. No seconder is required on a Motion of Adjourn.
- The Chair and Secretary must sign approved Minutes. The Secretary must initial the bottom right hand side of each page of approved minutes.
- Empty space at the bottom of any page must be line ruled or otherwise blanked out.
- Erasures and changes are to be initialed.

## Other Items:

- No glue, white out, paperclips or staples are to be used. Errors are to have a line drawn through them with the changes initialed by the Secretary.
  - No short forms or initials (ie "U.C.W.") are to be used. "U.C.W." must be written as "United Church Women."
  - Minutes done on a printer are to be placed in a Tang Cover or similar binding - but not in a 3-ring binder. Hand written Minutes are to be recorded in permanent ink (ball point pen or fountain pen) in a Journal with numbered pages. Nothing is to be glued, taped or otherwise attached to the pages of the Journal.
  - Minutes may be recorded in either a narrative or legal style.
  - All documents and reports needed to understand the Minutes are to be annexed.
  - Monthly reconciliation (Treasurer's Reports) are to be appended to the Minutes of the Official/Unified Board/Council, Stewards and Trustees.
  - No erasures and alterations after resolutions are passed are allowable.
- In registers, signature(s) must be included for funerals, baptisms and weddings.