

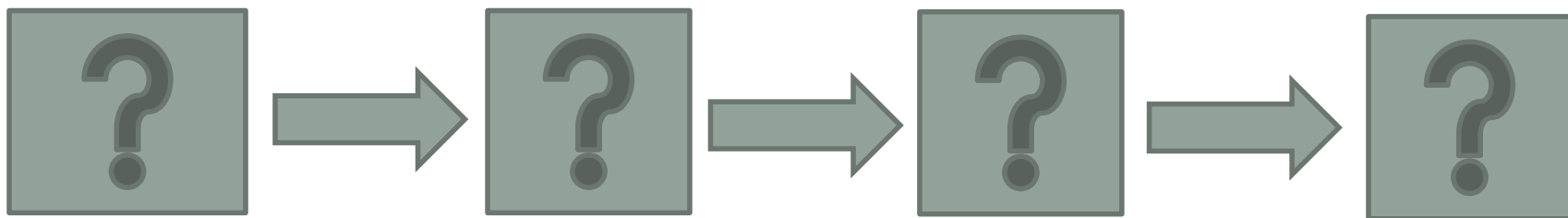
# *KNOWING AND TELLING OUR CONGREGATIONAL STORIES*

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**A Workshop on Parish Archives and History  
St. Matthew's, Hillsborough  
Saturday, October 5, 2013**

## Panel I:

# A Timeline for Creating Parish Archives: Addressing a Sequence of Questions



# WHY HAVE PARISH ARCHIVES?

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*(Imagine & Explore)*

# WHAT RECORDS DO WE NEED TO KEEP?

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***(Gather & Select)***

# WHERE CAN WE LOOK FOR RESOURCES AND GUIDANCE?

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*(Research & Evaluate)*



**Mark Duffy, Archivist of the Episcopal Church,  
Austin, Texas**



*Established by General Convention, 1835*

### The Church Awakens: African Americans and the Struggle for Justice



Learn about the diversity of The Episcopal Church and the place of African Americans in defining its identity. Visit, roam and leave a reflection at this permanent and evolving exhibit on the Church's unfinished story of transformation. ([Photo Caption](#))

#### The Archives is on Facebook

Please visit the Archives' [Facebook](#) page for information about new acquisitions, featured collections, and other events in the Archives.

### New Acquisitions

Several new archival collections have arrived in recent months. More news to come on these and other exciting additions to the Archives.

- Records of the Society of St. Margaret
- Papers of the Rev. Dr. John Rowan Claypool IV
- Papers of the Rev. William Baillie Green
- Papers of the Rev. John Durant Worrell
- Papers of the Rev. Canon J. Robert Wright

### Digital Archives

- The Acts of Convention, 1976-2009
- Reports to General Convention, 1976-2009
- The Resolves of Executive Council, 1976-2011
- The Constitution and Canons, 2012
- The Constitution and Canons, 2009
- Episcopal Press and News, 1962-2006
- The Living Church, 1995-2001
- White and Dykman, 1997



#### Quick Search the Digital Archives

  
 (Choose a Collection to Search)  
 All ▾  


### General Convention 2012

*Keeping Archives, Keeping Faith*

#### Legislative Committee Research Reports

Historical **legislative background** prepared by the Archives on pending resolutions submitted to the 77th General Convention.

#### New Digital Resources

The Archives **announces** two new important resources: *The Acts of Convention 2009* and *Reports to General Convention, 1976-2009*.



#### Study of Same Gender Blessings

The Archives hosts The Standing Commission on Liturgy and Music's **C056 Website** to create a digital archives on liturgical development.

#### Diocesan Anti-Racism Efforts (A143)

The Committee on Anti-Racism and the Archives have gathered **diocesan responses** to General Convention's call to study slavery's legacy.

# Resources

[Records Management for Congregations: A Manual for Episcopal Parishes and Missions](#)

[DFMS Records Retention and Management Policy](#)

[Email Management under the DFMS Records Retention Policy](#) and [Email Management for Microsoft Outlook Email \(PST Files\)](#)

[E-Records - FAQs and Recommendations for Parishes and Dioceses](#)

[Sample Agreement for Depositing Parish Records with an External Agency](#)

[Guidelines for Depositing Diocesan Records in the Church Archives](#)

[Working with Limited Resources to Create a Basic Parish or Diocesan Archives](#)

[Bibliography of Archival Resources for Parish and Diocesan Historians](#)

[Select Bibliography of Books on the Episcopal Church](#)

[Sample Classification Scheme for the Arrangement of Diocesan Archives of the Episcopal Church](#)

[Genealogical Research in Records of the Episcopal Church](#)





**ECW Archives—  
Diocese of North Carolina**



**Have Laptop—Will List  
—Diocesan Archives**

**Passageway—  
Diocesan Archives**





## **Aisle Too Narrow— Diocesan Archives**





**Lots of Boxes—  
Diocesan Archives**



## **Diocesan Journals— A Rich Resource**

## SAMPLE CATEGORIES FOR PARISH ARCHIVES

NOTE: Delete group/series categories that don't apply; add categories as needed

<u>RECORD GROUP</u>	<u>RECORD SERIES</u>	<u>RECORD SUBSERIES</u>
Rector's Office	Parish Registers (Communicants, Baptisms, Confirmations, Marriages, Burials)	
Rector's Office	Service Registers (all registers should be microfilmed & stored off-site)	
Rector's Office	Sunday Leaflets/Bulletins	
Rector's Office	Service Leaflets (Ordinations, Celebration of New Ministries, Music Programs, etc.)	
Rector's Office	Newsletters (printed & printouts of online versions)	
Rector's Office	Annual Meeting Minutes & Annual Reports	
Rector's Office	Parish Directories/Yearbooks; Pictorial Directories	
Rector's Office	Membership Lists - Transfers In & Out	
Rector's Office	Parish Histories - published & manuscript	
Rector's Office	Correspondence (regarding Parish, not personal, matters)	
Rector's Office	Sermons (manuscripts; audio/videotapes)	
Vestry	Vestry Minutes	
Vestry	Vestry Committee Minutes & Correspondence	
Vestry	Chancellor	
Vestry	Property Records (deeds, titles, mortgages)	
Vestry	Architectural Plans & Specifications, Contracts	
Vestry	Cemetery Records	
Vestry	Legal Documents, including Articles of Incorporation & Parish By-laws	
Vestry	Insurance Records (including inventory of art, silver, hangings, furnishings, etc.)	
Vestry	List of Bequests & Copies of Wills	
Vestry	List of Memorials (donations, donors, honorees, location at church)	
Vestry	Major Parish Projects (capital campaigns; building programs; mission projects)	
Vestry	Parish Profiles for Rector Searches	

Treasurer	Reports	
Treasurer	Budgets	
Treasurer	Annual Audits	
Treasurer	Receipt & Disbursement Ledgers	
Organizations	Examples: Acolytes - Choir - ECW - Men's Groups - Youth - Seniors - etc.	
Organizations	Acolytes	Constitution/By-laws
Organizations	Acolytes	Minutes/Records
Organizations	Acolytes	Membership Lists
Organizations	Acolytes	Reports
Organizations	Acolytes	Financial Records
Organizations	Acolytes	Programs
Organizations	Acolytes	Memorabilia
Organizations	Acolytes	Photographs
Audio Visual	Audiotapes of Special Events, Oral History Interviews, etc.	
Audio Visual	Videotapes & Films	
Audio Visual	Compact Discs	
Memorabilia	Photographs - General (names/dates)	
Memorabilia	News Clippings (newspaper name & date) NOTE: photocopy on acid-free paper	
Memorabilia	Scrapbooks	
Memorabilia	Arts & Artifacts	
Memorabilia	Anniversary Programs/Publications	
Library	Books, Pamphlets, Periodicals	
Vertical Files	Subject File Folders (miscellaneous A - Z files on people, events, history, etc)	



# WHO WILL BE INVOLVED IN ITS DEVELOPMENT?

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*(Authorize & Delegate)*

# WHERE WILL THE PARISH ARCHIVES BE LOCATED?

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*(Locate & Designate)*

# HOW DO WE CREATE A WORK PLAN AND STAY ORGANIZED?

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*(Plot & Plan)*

<b>Sequence of tasks for the Physical Collection</b>				
<b>Task</b>	<b>Possible task for:</b>	<b>Notes</b>	<b>Initials/date completed</b>	<b>Costs</b>
Clear and clean the closet in the Cooke-Lawrence Room	Pelham		PJ, MR 7/15/2011	
Call Locksmith to add lock to Archives closet door	Mary	Conway Lock Service \$205; Key added to office key box	PJ, MR 7/15/2011	205
Finalize Gaylord items and send in order	Ed, Elaine, Mary	Order \$1,100.92 (with 15% discount; no tax)	ES, ED 7/5/2011; MR 7/15/2011?	1101
Devise format for the Archives Document Register	Ed and Elaine		ES, ED 7/5/2011	
Help construct and place archive decking when Gaylord order arrives	Pelham and others	Arrived 8/1/2011	PJ, ED, JED 8/2/2011	
Decide on placement and set archival boxes and other supplies in place	Elaine		ED 8/2/2011	
Mail box for Archives in Parish Office	Mary		MR 7/14/2011	
Decide on treatment of Vestry minutes	Ed and Elaine	[Allow existing staples; fullness of folders--pack full, but with enough give to lift out a file without pull or drag ; mark folders with pencil]	ES, ED 7/5/2011	
Locate bound volumes of Vestry minutes and gather minutes from various file cabinets	Elaine (with Mary and Brooks)		Done	

Locate bound volumes of Vestry minutes and gather minutes from various file cabinets	Elaine (with Mary and Brooks)		Done	
Inventory, register, and process Vestry minutes; store in archival boxes	Elaine and others		In process	
Celebrate completion of first archive document series!	All			
Continue to process other official document series	Elaine and others	Report to the Annual Parish Meeting, Parochial Reports, Monthly Newsletters, Service Bulletins, etc.	In process	
Prepare finding aid (in format that can later be put on parish website)	Ed and Elaine		In process	

<b>Sequence of tasks for the Electronic Portion of the Parish Archives</b>				
Note that work of the electronic portion of the Archives could begin after progress is underway with the physical collection				
Designate server space and backup for the Archives files	Suzanne, Mary and Elaine	[Store on NAS with old office backup device; with finding aid on parish website NAS \$729	SM,MR,ED 7/11/2011	729
Decide on PDF vs. PDF/A; order software for PDF/A, if chosen	Committee and Suzanne	[Decided on PDF]	CTTE, SM 6/21/211	
Test "Save as PDF" function for Word files on office computers	Suzanne, Mary and Elaine		OK	
Test procedure for saving emails as PDFs	Suzanne, Mary and Elaine			
Decide on user access method	Committee and Suzanne	[Wireless access to files on NAS on parish office server; with read-only guest access login]	SM,MR,ED 7/11/2011; access June 2012	
Purchase digital voice recorder for oral history interviews	Elaine and Mary	Purchased Sony ICD-SX712 Digital Flash Voice Recorder	ED, MR 12,01/2011	136
Order scanner?	Suzanne, Mary and Elaine	No; use new networked Ricoh copier	SM,MR,ED 7/13/2012	

Set up Archive folders on NAS to receive files for official records to be transferred from current office files.	Suzanne, Mary and Elaine	Create folders and set file naming conventions for: Vestry minutes and attachments, Report to the Annual Parish Meeting, Parochial Reports, Monthly Newsletters, Service Bulletins	In process
Move documents older than 3 years from current office files into the designated Archives folders on NAS	Mary and Elaine		Vestry records done
Save all docs as PDF files into designated folders using file naming conventions; add notation of PDF file to Documents Register	Elaine		In process
Learn to use scanner and its software, test scanning resolutions for print document text and best resolution for photographs	Suzanne, Laura, and Elaine	600 for clean text; 400 for faded text and photos?	Ricoh settings OK for text--ED
For Vestry minutes and attachments from 2000-2007, scan and save as PDF; add notation of PDF files to Documents Register	Elaine and others		In process
Decide whether to continue scanning Vestry minutes before 2000 or move on to processing other official records series from 2000-2007	Committee	Report to the Annual Parish Meeting, Parochial Reports, Monthly Newsletters, Service Bulletins, etc.	
When the 2000-2007 Vestry minutes are complete begin backup procedure	Elaine and Suzanne		
Decide on content, preparation, and timing for online finding aid for the parish website	Committee		
Add finding aid to parish website	Suzanne? Margaret Brill? Parish website company?		

<p><b>Meanwhile, committee members and others address additional tasks related to St. Matthew's history:</b></p>				
<p>Prepare brief chronology for Orange County/St.Mary's Chapel/St.Matthew's including years of service for each rector; buildings, etc.</p>	<p>Brooks, Allen, Sally, and others</p>	<p>(To add to finding aid in Archives and on parish website)</p>		
<p>Gather available printed histories of the Episcopal Church in Orange County/St. Mary's Chapel, and histories of St. Matthew's</p>	<p>Brooks, Allen, Sally, and others</p>			
<p>Locate Word files and gather documents related to Heritage Day and other presentations on St. Matthew's history</p>	<p>Brooks and others</p>			
<p>Create bibliography of works by and about the rectors of St. Matthew's</p>	<p>Brooks, Allen, others</p>			
<p>Create bibliography of works related to St. Matthew's history found in other archives and libraries (with links to online materials available)</p>	<p>Brooks, Allen, others</p>			
<p>Gather reports and presentations on stained glass windows</p>	<p>Brooks, Ellen, Jane Ann McCoullough</p>			
<p>Identify and locate parish artifacts; compile brief paragraphs on item and donor</p>	<p>Brooks and others</p>			
<p>Pursue EWHP grant</p>	<p>Ellen and</p>			





# WHAT EQUIPMENT AND SUPPLIES DO WE NEED TO PURCHASE?

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*(Equip & Acquire)*

# Startup Expenses

1	<b>Expenses for the Parish Archives (from initial budget of \$2500 granted by vestry)</b>		
2			
3	<b>Date</b>	<b>Expense</b>	<b>Amount</b>
4	2011_07	Locksmith for storage closet door	205
5	2011_07	Gaylord order 1: shelving, cartons, folders, paper, tape, cart	1101
6	2011_11	Gaylord order 2: additional cartons and acid-free tissue	90
7	2011_12	SONY voice recorder	136
8	2012_01	Gaylord order 3: additional cartons	74
9	2012_03	Digitization of microfilm of early records	150
10	2012_06	NAS--network attached storage device	729
11		<b>Total</b>	<b>2485</b>
12			
13	<b>Switched to regular annual budget for ongoing supplies</b>		
14	2012_08	Digitization of Churchyard Plans (28 PDFs)	60
15	2012_03	Gaylord order 4: additional cartons	63
16	2012_09	Gaylord order 5: roll boxes for architectural plans	106
17			



**PASSED**  
PHOTO ACTIVITY TEST



**PASSED**  
PHOTO ACTIVITY TEST



EFCL12103



**NEW!**



893133  
Platinum



Code	Item No. and Description	Ship	Status	Qty	Price	Total
SAVE15	<b>WW-RAS42303</b> Record Storage Racks 3 Levels Holds 36 Cartons 60Hx42Wx30"D <i>Other Options <a href="#">change</a></i> Inside Delivery Power Tailgate	Dayton Freight Lines	Approx. Ship Date: 8/16/2011	1 <a href="#">remove</a>	\$311.10 (each)	\$311.10
				<a href="#">remove</a>	\$45.00	\$45.00
				<a href="#">remove</a>	\$55.00	\$55.00
SAVE15	<b>WW-RCS121510ME</b> Record Storage Carton w/o handholds 12x15x10"H metal edge	Fedx	In Stock	12 <a href="#">remove</a>	\$9.05 (each)	\$108.60
SAVE15	<b>NB-RF9115</b> File Folders 9 5/8Hx11 3/4"W Letter 1/2" Full Tab Pkg 100 C	Fedx	In Stock	3 <a href="#">remove</a>	\$34.47 (pkg-100)	\$103.41
SAVE15	<b>NB-RF9145</b> File Folders 9 5/8Hx14 3/4"W Legal 1/2" Full Tab Pkg 100 Cr	Fedx	In Stock	1 <a href="#">remove</a>	\$36.89 (pkg-100)	\$36.89
SAVE15	<b>NB-PB011</b> Bond Paper Permalife 20 Lb 8 1/2x11 Long Grain Pkg 500 White	Fedx	In Stock	2 <a href="#">remove</a>	\$16.14 (pkg-500)	\$32.28
SAVE15	<b>NB-PB014</b> Bond Paper Permalife 20 Lb 8 1/2x14 Long Grain Pkg 500 White	Fedx	In Stock	1 <a href="#">remove</a>	\$22.09 (pkg-500)	\$22.09
SAVE15	<b>WW-893133</b> Book Truck 2 Sloped Shelves 27H x 26W x 15"D	Fedx	Approx. Ship Date: 8/3/2011	1 <a href="#">remove</a>	\$171.70 (each)	\$171.70
SAVE15	<b>WW-TP</b> Filmoplast P Transparent Tape Pressure Sensitive 3/4" x 165'	Fedx	In Stock	1 <a href="#">remove</a>	\$22.86 (each)	\$22.86
	<b>DISCOUNT</b> Save 15% on your entire order!					

**Merchandise Total:** \$908.93

**Estimated Shipping & Processing:**

- FEDEX GROUND \$92.83
- FEDEX EXPRESS SAVER \$218.04
- FEDEX 2 DAY \$253.08
- STANDARD OVERNIGHT \$659.23
- PRIORITY OVERNIGHT \$719.75
- FIRST OVERNIGHT \$927.47
- FREIGHT DELIVERY \$99.21

(based on shipping to 27278. [Click Here](#) to change)

**Taxes:** \$78.13

**Total Cost:** \$1,179.10

**Your Savings:** \$142.78

Code	Item No. and Description	Ship	Status	Qty	Price	Total
THANKS	<b><u>WW-BT810</u></b> Tissue Acid Free Buffered 8H x 10"W Sheets Pkg 100	Fedx	Approx. Ship Date: 12/22/2011	<input type="text" value="1"/> <a href="#">remove</a>	\$5.62 (pkg-100)	\$5.62
THANKS	<b><u>WW-BT1620</u></b> Tissue Acid Free Buffered 16H x 20"W Sheets Pkg 100	Fedx	In Stock	<input type="text" value="1"/> <a href="#">remove</a>	\$26.81 (pkg-100)	\$26.81
THANKS	<b><u>WW-EFCL15103</u></b> Box Arch Clmshll Buff Drp Spn E Flute 10 1/4Wx15 1/4Lx3H Blu	Fedx	Approx. Ship Date: 12/22/2011	<input type="text" value="10"/> <a href="#">remove</a>	\$4.54 (each)	\$45.40

**DISCOUNT**

Thanks! Save 25% on Library, Multimedia and Archival Supplies!

<b>Merchandise Total:</b>		\$77.83
<b>Estimated Shipping &amp; Processing:</b>	<input checked="" type="radio"/> FEDEX GROUND	\$11.64
	<input type="radio"/> FEDEX EXPRESS SAVER	\$20.92
	<input type="radio"/> FEDEX 2 DAY	\$23.77
	<input type="radio"/> STANDARD OVERNIGHT	\$71.71
	<input type="radio"/> PRIORITY OVERNIGHT	\$80.14
	<input type="radio"/> FIRST OVERNIGHT	\$108.64

(based on shipping to 27278. [Click Here](#) to change)

**Taxes:** *See Note*

**Total Cost:** \$89.47

**Your Savings:** \$25.92



Your Account | Order Tracking | Log Out | View Cart (0) | My Lists (5) | Checkout

Send Email | Call 1.800.962.9580 | Search

GO

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Furniture  
& Seating

Community  
Engagement

Archival

Exhibit &  
Display

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## Gaylord order

Priority Cd	Item No. and Description	Status	Qty	Price	Total
	<b><u>WW-RDIV</u></b>	In Stock	2	\$47.32 (each)	\$94.64
	Box Arch Flip Top Roll Divided 60 Pt Buff 9Wx40Lx9"H Bl/Gr				
	<b>DISCOUNT</b>				
	20% off Archival & Library Supplies & 15% off Furniture & Equipment!				
	<b>Merchandise Total:</b>				\$0.00
	<b>Taxes:</b>				\$0.00
	<b>Total Cost:</b>				\$0.00
	<b>Your Savings:</b>				\$23.66

# HOW DO WE ORGANIZE & STORE PRINT & ELECTRONIC RECORDS?

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*(Order & Preserve)*



## Especially Useful Links:

The Archives of the Episcopal Church (Resources)

<http://www.episcopalarchives.org/resources.html>

Records Management for Congregations: A Manual for Episcopal Parishes and Missions [http://www.episcopalarchives.org/Records Manual for Congregations.pdf](http://www.episcopalarchives.org/Records_Manual_for_Congregations.pdf)

E-Records - FAQs and Recommendations for Parishes and Dioceses

[http://www.episcopalarchives.org/e-records\\_faq.html](http://www.episcopalarchives.org/e-records_faq.html)

Working with Limited Resources to Create a Basic Parish or Diocesan Archives

[http://www.episcopalarchives.org/BasicArchives\\_06-14-2013.pdf](http://www.episcopalarchives.org/BasicArchives_06-14-2013.pdf)

Starting from Scratch: Creating the Synagogue Archives

<http://americanjewisharchives.org/media/docs/startingFromScratch.pdf>

## *Working with Limited Resources to Create a Basic Parish or Diocesan Archives*

### *The Archives of the Episcopal Church and the Episcopal Archivists*

*June 4, 2013*

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#### **1. Physical Custody of the Collection**

- Church bodies are legal entities that have a continuing historical identity in the wider community. The archives are the evidence of legal standing. The archives should always be available and accessible to every generation of the corporation and the community.
- The normal expectation of any business operation is that the records and archives be maintained at the place of business whenever possible.
- If the parish or diocese decides it cannot maintain its archives on-site, it should consult with the diocese or The Archives of the Episcopal Church for guidance when seeking other storage alternatives, especially external, non-Church repositories.
- Under no conditions should a parish or diocese give away its records to an outside agency or external, unrelated secular body. A deposit agreement should always cover a relationship with a third party archival repository.
- Regardless of the terms of any deposit agreement, the parish or diocese should maintain legal title to its archives even if they are housed under the care of a third party entity.

## 2. Electronic Records: Basic Steps for Retention and Storage of Electronic Data.

- Locate important documents on computers or computer networks. Identify documents and sets of files that have long-term administrative and historical importance (e.g., minutes, annual reports, newsletters, official acts, and membership records). Make these records your priority to achieve early results rather than become bogged down in too much data.
- Be sure to identify the most comprehensive, complete, and updated version of the data.
- Work with your administrative and technology staff to create a separate “Archives Directory” – a logically separate space on your computer network. Your computer administrator can set this space up as a read-only environment with access permissions that act as a security layer to protect individual privacy and internal communication.
- Use the Archives Directory to deposit records which will separate them from everyday operational records on the main data server, workstation drive, or in the cloud.
- Create at least two copies of the Archives Directory on durable, redundant storage devices or environments that combine hard drive space, RAID file server systems, external drives (e.g. solid state drives, DVDs or Blu-ray discs), and/or cloud storage.
- Ask the parish or diocesan staff to record data in industry accepted and generally supported data formats (e.g., doc, xls, pdf, wpd, odt, wav, tiff, avi).
- A work group of the staff should agree to a common folder structure within the Archives Directory that reflects the important functions/activities you have identified as your priorities (see first bullet). For example, create a Vestry Folder for vestry minutes and vestry annual reports; create a Publications Folder for parish newsletters and parish bulletins; create a General Folder for occasional documents that do not fit neatly in an obvious category.

- The work group needs to agree on a procedure for depositing records identified for long term retention, either directly by the records creator or by transfer to a coordinator.
- Identify a coordinator who will act as the records custodian. This person will oversee compliance by encouraging awareness in the work group, remind record creators to make regular deposits into the Archives Directory, and conduct an occasional review of the contents to be sure they are readable and have not been corrupted.

### 3. Digitization of Records

- Records can be digitized for at least two purposes: for quick retrieval of information, and/or for preservation of the record. Digitization for simple retrieval of information usually does not take into consideration long term archival retention.
- Digitization for both access *and* preservation is costly because it requires careful preparation of the source material, high data conversion standards, quality control checking, electronic storage protocols, and multiple storage options. Digitization for use and preservation is the best long term investment, but it adds a layer of management to monitor access and data integrity.
- Digitization is a preservation strategy and not a replacement for important original records such as vestry minutes, sacramental records, or photo images. Do not throw away important original records after digitization.



#### 4. Retention of Records: Minimum Standards for Keeping and Disposing of Records

- Safe and legal destruction of obsolete records should always take place according to a parish or diocesan approved retention schedule.
- A parish or diocese that does not have a customized retention schedule can download one from the website of the Archives of the Episcopal Church and adapt it to local need.
- Retention schedules also identify the records that have long-term or permanent value to the parish or diocese. These records should be set aside for keeping in the archives.
- When destroying records identified as obsolete on a parish retention schedule, a log should be kept to demonstrate due diligence and a normal destruction practice rather than an arbitrary house cleaning. Keep the log in the archives.
- Never destroy records that are the subject of any pending or existing litigation.
- When in doubt, ask for advice before destroying records that are not clearly identified on the retention schedule.

## 5. Storing Paper Archives

- Identify a clean, dry and relatively stable space in your building complex. Basements that are historically dry and above the flood plain may be a good choice for keeping materials cool, but overhead, pressurized water pipes and rooms that are traditionally damp should be avoided. Unfinished attics are not a good choice because of the radical seasonal temperature change.
- Converting a general purpose room, closet, office space, or a basement room may require that the area be reinforced with gypsum board, use of fire proof safes, secured and covered windows, and a metal access door. A concrete or stone building is highly preferable to a wood-frame Church building.
- The ideal temperature environment is one that sits within the range of 50-65° F and varies little ( $\pm 5-7^\circ$  F) throughout the year. It is most important to avoid radical seasonal swings in temperature and humidity, which especially affects audio and visual materials.
- The storage room will require metal shelving, a handling/staging table, and adequate lighting.

## 6. Security and Access

- An archives implies limited access to the original materials in order to prevent unauthorized access to information, damage or loss. Some protocols and oversight are essential but these can be low impact in terms of cost and time.
- A staff person (e.g. the records coordinator) officially designated by the Vestry, should be assigned responsibility for giving access to the archives, monitoring temporary borrowing for duplication, and ensuring accurate, timely return of borrowed items.
- Personnel and confidential records should be marked as "closed" or "confidential". Whole series of such records should be stored in locked file cabinets or kept in a visibly distinct place in the archives room to help the coordinator monitor their restricted access.
- An archives room should normally be locked. An archives space for electronic records should be password protected with a read-only status applied to the files. The records coordinator must be a trusted employee or agent and should have access along with designated parish or diocesan leadership.
- Create approved policies on who gives access to which records, and how the policy applies to internal information needs and to public requests.
- Consider that some records contain information that is private and should only be made available on a need to know basis, (e.g.: sacramental records, pledge records, biographical data, membership records, payroll, etc.)

## 7. Protective Care of Archival Records

- Non-acidic boxes and file folders are preferred for storing permanent paper records. In lieu of these costly supplies, use metal file cabinets.
- Keep papers covered and away from light and dust.
- Use standard archival supplies to store magnetic media, film, and photo images. Consult existing standards to match the different formats (try a Web search).
- Particularly rare and historically valuable images and recordings should be considered for digitization projects.



## 8. Organization of Archival Records

- Observe the internal order of the records and do not engage in elaborate re-organization of files that already make pretty good sense.
- Consult the arrangement scheme that is available on The Archives of the Episcopal Church website.
- If possible, keep a high-level master index or inventory to the boxes and directories stored in the archives room and/or the archives data storage space. An index or inventory can be a simple list giving the title, date ranges, and location of the material in the archives.
- The best arrangement of electronic records is by using directories and folders that represent major structures, functions or activities of the parish or diocese.

## Outline of Record Groups and Record Series for the St. Matthew's Parish Archives

RECORD GROUPS	SERIES	DESIGNATION	NOTES
Office of the Rector	Parish Registers	RG1-A	Communicants, Baptisms, Confirmations, Marriages, Funerals/Burials
Office of the Rector	Service Registers	RG1-B	
Office of the Rector	Service Bulletins	RG1-C	
Office of the Rector	Newsletters	RG1-D	
Office of the Rector	Parochial Reports	RG1-E	
Office of the Rector	Parish Directories & Membership Lists	RG1-F	
Office of the Rector	Publications	RG1-G	
Office of the Rector	Rectors' Papers	RG1-H	Includes sermons, addresses, publications, biography
Vestry	Vestry Meeting Records	RG2-A	
Vestry	Annual Meeting & Vestry Elections	RG2-B	Includes annual budget summary
Vestry	Vestry & Official Correspondence	RG2-C	
Vestry	Policies & By-laws	RG2-D	
Vestry	Property Records	RG2-E	Includes deeds & contracts, insurance records
Vestry	Blueprints & Surveys	RG2-F	
Vestry	Churchyard & Burial Records	RG2-G	
Vestry	Memorials	RG2-H	See also history and description of individual gifts under RG6-D
Vestry	Bequests & Wills	RG2-I	
Vestry	Major Parish Projects	RG2-J	Includes capital campaigns, building programs, special mission projects
Treasurer	Reports	RG3-A	
Treasurer	Budgets	RG3-B	
Treasurer	Annual Audits	RG3-C	
Treasurer	Receipt & Disbursement Ledgers	RG3-D	
Organizations/ Committees	Administration	RG5-A	Includes Finance Committee; Personnel Committee (Confidential)
Organizations/ Committees	Heritage/Property Groups	RG5-B	Includes Parish History & Archives, Cemetery, Fine Arts & Furnishings, Society of Junior Wardens
Organizations/ Committees	Stewardship Groups	RG5-C	Includes Standing Stewardship Committee; Annual Giving Campaign
Organizations/ Committees	Worship/Spiritual Practices Groups	RG5-D	Includes Acolytes, Altar Guild, Eucharistic Ministers, Spirituality, Music, Liturgical Leadership
Organizations/ Committees	Fellowship & Hospitality Groups	RG5-E	Includes Parish Life, Men's Fellowship, Women's Groups, Greeting Ministry

Organizations/ Committees	Arts & Music	RG5-F	Includes Faith & the Arts; Women's Singing Circle
Organizations/ Committees	Education	RG5-G	Includes Education for Adults and Children; Youth Groups
Organizations/ Committees	Pastoral Care Groups	RG5-H	
Organizations/ Committees	Social Ministries	RG5-I	Includes Social Ministries Committee
Organizations/ Committees	FeST (Festival of the Society Tree)	RG5-J	
History	General History of St. Matthew's	RG6-A	Include general histories and bibliography
History	Notable Members	RG6-B	Includes founding vestry members / early families / other notable members arranged by surname (including oral histories)
History	Women of the Church	RG6-C	Includes Ladies Sewing Society / Women's Auxiliary / Parish Guild / ECW / Altar Guild records arranged chronologically; also special projects; e.g., Cookbooks
History	History of St. Matthew's Buildings and Furnishings	RG6-D	Includes stained glass windows, musical instruments, tower, bell, font, memorial items, etc.
History	History of St. Matthew's Churchyard	RG6-E	
St. Matthew's Connections	St. Mary's Chapel	RG7-A	Records & History of St. Mary's Chapel
St. Matthew's Connections	Other Chapels & Missions	RG7-B	St. Jude's Chapel, Salem Chapel, Flat Rock Mission
St. Matthew's Connections	Hillsborough	RG7-C	Relationship to town and its churches, historic, and civic groups; e.g., Dickerson Chapel; St. Matthew's participation in interfaith projects and committees (OCIM, Habitat, Food for All); collaborative Programs and Projects (Burwell School, Dicken's Christmas, Literary events)
St. Matthew's Connections	Diocese of North Carolina	RG7-D	Diocese of North Carolina history; St. Matthew's in Annual Convention
St. Matthew's Connections	The National Church	RG7-E	EWHP, Historical Society of the Episcopal Church, materials from Triennial General Convention
Books & Artifacts	Archived Books	RG8-A	Rare bibles, prayerbooks; other books and serials kept in Archives
Books & Artifacts	Artifacts	RG8-B	
			Revised by the Parish History & Archives Committee, 2/11/2013

# **ELECTRONIC DOCUMENT STORAGE & RETRIEVAL**

## **Network Attached Storage device (NAS)**

### **Preferred file formats:**

**PDFs for text documents**

**JPEGs for image files**

**Excel for spreadsheet data (or Access database)**

**MP3 for audio files**

### **Reformatting –**

**Scanning documents (2000-)**

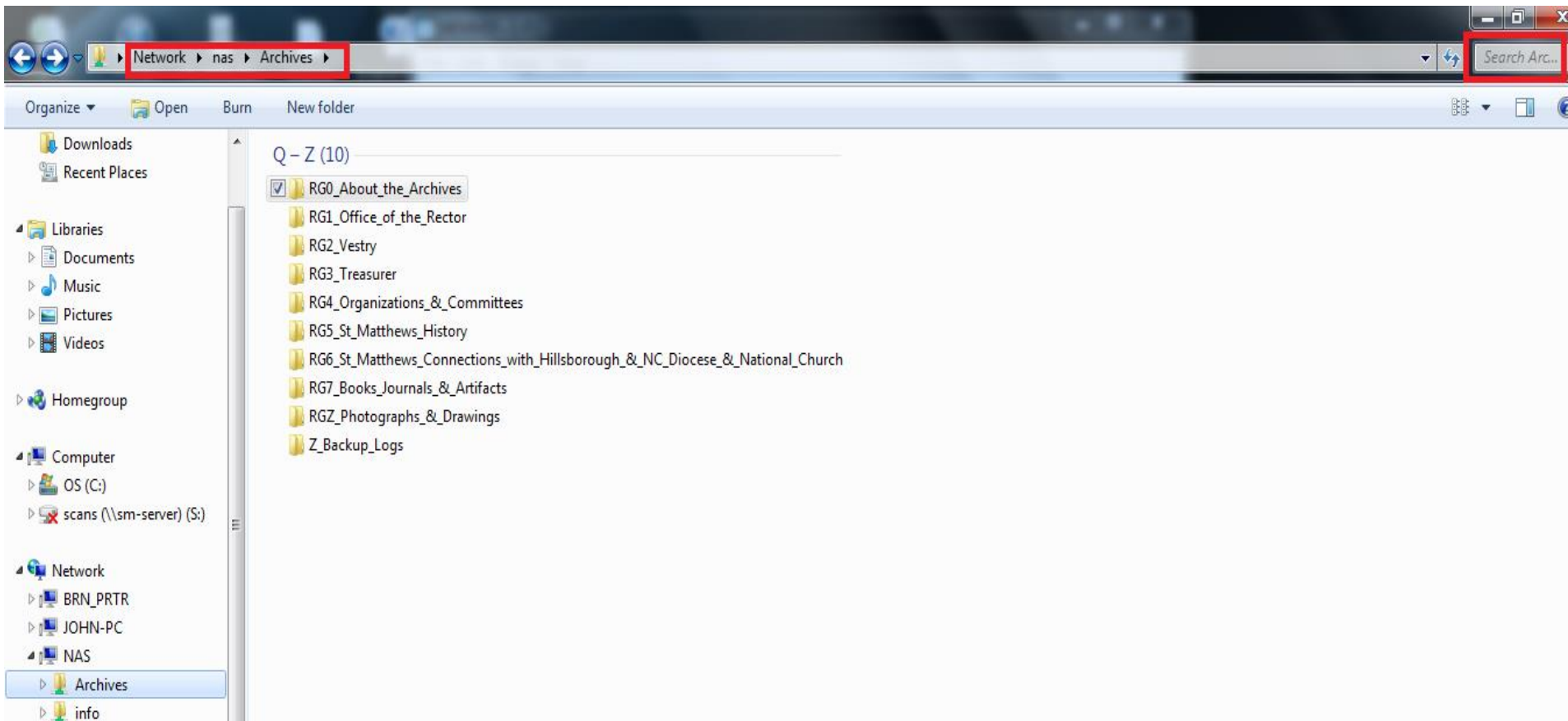
**Word to PDF**

**Conversion of microfilm to PDF and JPEG (& DVDs)**

**Architectural plans to PDFs**

### **Backup plan**

### **Searchability**



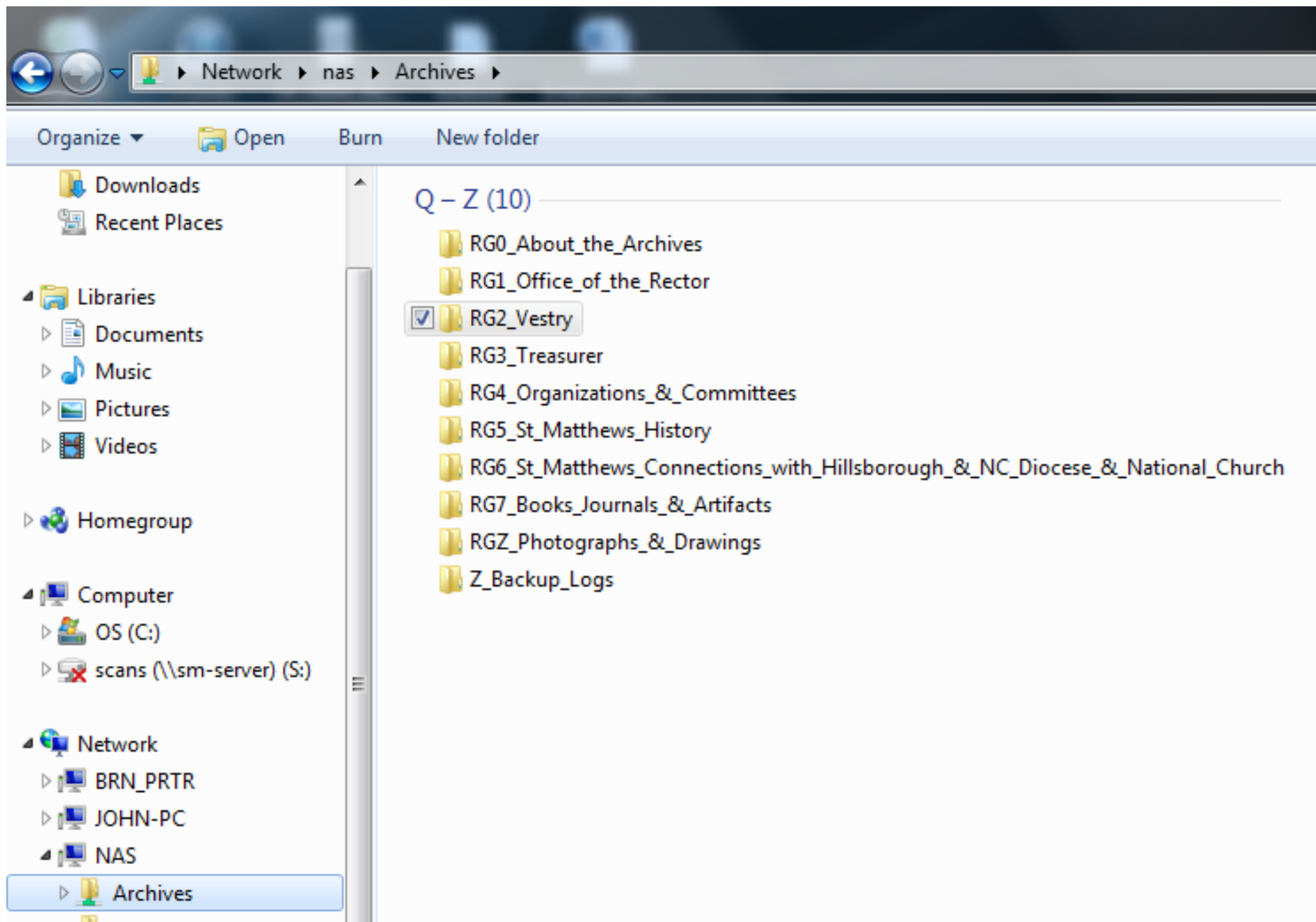
Search Results in Archives (\\nas) > McKenzie

rganize Save search Burn

Name	Date modified	Type	Size	Folder
Adobe Acrobat Document (3)				
McKenzie_Biographical_details_from_Diocese_of_West_Texas_2012	8/28/2012 4:00 PM	Adobe Acrobat D...	229 KB	1892-1896_Benja...
Murphy_Letter_to_McKenzie_1893	5/20/2013 11:30 AM	Adobe Acrobat D...	369 KB	Murphy_items (\\...
Porter_Doring_Letter_to_Bishop_Jones_of_Texas_re_McKenzie_1944	8/28/2012 4:05 PM	Adobe Acrobat D...	343 KB	1892-1896_Benja...
File folder (1)				
1892-1896_Benjamin_Sumner_McKenzie	9/26/2013 3:40 PM	File folder		RG1-H_Rectors_Pa...
JPEG 2000 Image (2)				
McKenzie_portrait	2/26/2013 12:48 PM	JPEG 2000 Image	11,108 KB	Womans_Auxiliary...
McKenzie_portrait_verso	2/26/2013 12:48 PM	JPEG 2000 Image	6,206 KB	Womans_Auxiliary...
JPEG Image (2)				
McKenzie_Portrait_JPEG	3/4/2013 8:21 PM	JPEG Image	1,791 KB	1892-1896_Benja...
McKenzie_Portrait_resized_JPEG	3/18/2013 11:15 AM	JPEG Image	54 KB	1892-1896_Benja...
Microsoft Word Document (1)				
McKenzie_&_Daughter_Death_Certificates	10/8/2012 11:41 AM	Microsoft Word D...	486 KB	1892-1896_Benja...

Search again in:

Libraries Homegroup Computer Custom... Internet File Contents





Network > nas > Archives > RG2\_Vestry

Organize ▾ Burn New folder

Downloads  
Recent Places

Libraries

- Documents
- Music
- Pictures
- Videos

Homegroup

Computer

- OS (C:)
- scans (\\sm-server) (S:)

Network

- BRN\_PRTR
- JOHN-PC
- NAS
  - Archives

Name	Date modified	Type
RG2-A_Vestry_Meeting_Records	1/14/2013 12:45 PM	File folder
RG2-B_Annual_Meeting_&_Vestry_Ele...	11/26/2012 11:59 ...	File folder
RG2-C_Vestry_&_Official_Corresponde...	2/15/2013 11:26 AM	File folder
RG2-D_Vestry_Manual_Policies_&_By-l...	4/24/2013 12:58 PM	File folder
RG2-E_Property_Records	2/15/2013 11:26 AM	File folder
RG2-F_Blueprints_&_Surveys	2/15/2013 10:07 AM	File folder
RG2-G_Churchyard_&_Burial_Records	7/1/2013 11:27 AM	File folder
RG2-H_Memorials	2/15/2013 11:24 AM	File folder
RG2-I_Bequests_&_Wills	2/15/2013 11:25 AM	File folder
RG2-J_Major_Parish_Projects	2/15/2013 11:25 AM	File folder



Network > nas > Archives > RG2\_Vestry > RG2-A\_Vestry\_Meeting\_Records

Organize ▾ Burn New folder

Name	Date modified	Type
VMR_1838-1939	9/24/2012 2:15 PM	File folder
VMR_2000	6/18/2012 1:04 PM	File folder
VMR_2001	7/2/2012 11:41 AM	File folder
VMR_2002	7/23/2012 11:56 AM	File folder
VMR_2003	7/30/2012 11:31 AM	File folder
VMR_2004	11/12/2012 12:17 ...	File folder
VMR_2005	12/10/2012 11:47 ...	File folder
VMR_2006	1/14/2013 12:56 PM	File folder
VMR_2007	5/21/2012 11:53 AM	File folder
VMR_2008	5/21/2012 11:54 AM	File folder
VMR_2009	5/21/2012 11:55 AM	File folder

Downloads  
Recent Places

Libraries  
Documents  
Music  
Pictures  
Videos

Homegroup

Computer  
OS (C:)  
scans (\\sm-server) (S:)

Network  
BRN\_PRTR  
JOHN-PC  
NAS  
Archives

Network > nas > Archives > RG2\_Vestry > RG2-A\_Vestry\_Meeting\_Records > VMR\_2008

Organize ▾ Burn New folder

★ Favorites

- Desktop
- Downloads
- Recent Places

Libraries

- Documents
- Music
- Pictures
- Videos













Homegroup

Computer

- OS (C:)
- scans (\\sm-server) (S:)

Network

- BRN\_PRTR
- JOHN-PC
- NAS
  - Archives

Name	Date modified	Type	Size
 VMR_2008_01.pdf	5/21/2012 11:26 AM	Adobe Acrobat D...	220 KB
 VMR_2008_02.pdf	4/11/2008 9:14 AM	Adobe Acrobat D...	562 KB
 VMR_2008_03.pdf	5/13/2008 9:10 AM	Adobe Acrobat D...	395 KB
 VMR_2008_04.pdf	7/1/2008 9:23 AM	Adobe Acrobat D...	384 KB
 VMR_2008_05_Retreat.pdf	7/1/2008 9:25 AM	Adobe Acrobat D...	382 KB
 VMR_2008_06.pdf	8/6/2008 9:10 AM	Adobe Acrobat D...	441 KB
 VMR_2008_07.pdf	9/2/2008 9:11 AM	Adobe Acrobat D...	264 KB
 VMR_2008_08.pdf	10/3/2008 10:02 AM	Adobe Acrobat D...	558 KB
 VMR_2008_09.pdf	11/5/2008 11:11 AM	Adobe Acrobat D...	744 KB
 VMR_2008_10.pdf	12/4/2008 10:02 AM	Adobe Acrobat D...	276 KB
 VMR_2008_11.pdf	12/23/2008 9:10 AM	Adobe Acrobat D...	371 KB
 VMR_2008_12.pdf	2/19/2009 9:14 AM	Adobe Acrobat D...	934 KB

***MINUTES OF THE VESTRY, ST. MATTHEW'S EPISCOPAL CHURCH, HILLSBOROUGH, NC  
December 16, 2008***

**PRESENT:** Julia Workman, Senior Warden; Bob Quackenbush, Junior Warden; Dorothy Wood, Treasurer; Mary Kate Bedell; Margaret Brill; Cindy Cook; Jan Boyd Grant; Brooks Graebner, Rector; Lynn Hecht; Jean Bartholomew, Clerk

Guest: Rick Brewer

**ABSENT:** Rob Jackson

The Senior Warden called the meeting to order at 7:30 pm. The meeting was held in the Cooke-Lawrence Room. Mr. Quackenbush offered the prayer and Mrs. Wood and Ronnie Spaine provided helpful foods.

1. **Review/Approval of November, 25, 2008, minutes**

**ACTION:** Mrs. Cook moved; Mrs. Brill seconded, and all accepted the minutes of November 25, 2008, as written.

**St. Matthew's  
Parish Archives**  
**with Bob & Ed**



## Inventory/Finding Aid for the St. Matthew's Parish Archives

[\*Note: Box numbers with asterisks designate smaller clamshell cartons found on top shelf of archives storage closet]

Record Group/ Series	BOX NO.	BOX NAME	FOLDERS	FORMATS: Print, PDF, Image, MP3, CD, DVD, Microfilm	NOTES
<b>Record Group 1: Office of the Rector</b>					
RG1-A	Box1*	Parish Register	1824-1881	P, PDF, I,M, DVD	Includes Vestry minutes for 1824; 1834-1835; 1838; 1851-1854
	"	Parish Register	1881-1917	P, PDF, I,M, DVD	
	"		Slave/Free Black Records from the Parish Register, 1824-1881	P, PDF	Compiled by Brooks Graebner, 2003_09
RG1-B		Service Registers	[Found in Clergy Alcove and Parish Office]	P	
RG1-C	Box1	Service Bulletins	By year, 1976-1999	P	
RG1-C	Box2	Service Bulletins	By year, 2000-2008	P	
RG1-C	Box3	Service Bulletins	By year, 2009-	P	
RG1-D	Box1	Newsletters	By year, 1981-	P	
RG1-E	Box1	Parochial Reports	By year, 1979-	P	
RG1-F		Parish Directories & Membership Lists			

**Searchable Finding Aid (in process)**

## Inventory/Finding Aid for the St. Matthew's Parish Archives

[\*Note: Box numbers with asterisks designate smaller clamshell cartons found on top shelf of archives storage closet]

Record Group/Series	BOX NO.	BOX NAME	FOLDERS	FORMATS: Print, PDF, Image, MP3, CD, DVD, Microfilm	NOTES
RG1-G		Publications	Publications		
RG1-H	Box1*	Rectors' Papers -- to 1989	Curtis, M.A. -- Music	P, PDF	
			Curtis, M.A. -- Sermon, 1843	P	Gal. 6:7 Be not deceived; God is not mocked
			Curtis, M.A. -- Biography, 1986	P	
			Murphy --The Life and Ministry of the Rev. Joseph W. Murphy, Rector of St. Matthew's, 1881-1892 - 2013_04_28	P, PDF, MP3	by Allen Cronenberg
			Murphy -- Letter to McKenzie, 1893	P, PDF	
			McKenzie -- Portrait	P, PDF	
			Curtis, C.J. -- Music	P, PDF	
			Curtis, C.J. -- Portrait	P, PDF	
RG1-H	Box2*	Rectors' Papers -- 1990- (Graebner)	St. Matthew's Architectural History Timeline 2001_04	P, PDF	
			See RG1-A: Slave/Free Black Records from the Parish Register, 1824-1881 -- 2003_09	P, PDF	
			Antebellum Churches of Hillsborough -- 2004_05_04	P, PDF	
			Episcopal Church and Race in Nineteenth Century		



Archives Churchyard FeST History Windows/Furnishings Presentations

### About the Parish Archives

The Parish History and Archives Committee was established in the spring of 2011 to begin working "on the organization, preservation, and interpretation of our rich parish history."

At its June 2011 meeting, the Vestry approved the Committee's proposal to establish the Parish Archives; to include the official parish records and other supporting historical materials. The print documents, formerly stored in several locations, have been consolidated. Additionally, there is an electronic component to the Archives. An initial goal is to make official parish records from 2000 forward stored and made accessible to church members electronically.

The "interpretation" part of the committee's mission includes research for occasional events and presentations on topics related to parish history offered on Heritage Days or as part of special series for Adult Forum. Let us know of your interest in joining in the exploration of some special topic areas—such as the history St. Matthew's and St. Mary's Chapel, early Hillsborough, first vestry members and early families, women of the church, the church buildings and their furnishings, the Churchyard, etc.

Anyone in the parish with print materials or electronic documents related to the history of St. Matthew's and suitable for inclusion in the Parish Archives, is invited to speak with the Parish Archivist, Elaine Druessedow, or send an e-mail to the Committee's e-mail address, shown below. Envelopes are available in the parish office to hold materials to be loaned for scanning and copying or donated as permanent gifts.

Members of the committee include: Allen Cronenberg, Elaine Druessedow, Bob Ireland, Sally Jackson, Ed Southern, Ellen Weig, and Brooks Graebner, *ex officio*. Guy Massey is the Vestry liaison, and Suzanne Maupin provides technical support. Our email address is: [saintmatthewsarchives@gmail.com](mailto:saintmatthewsarchives@gmail.com)

Let us hear from you!

## The Parish Archives -- Brief List of Contents

(as of early 2013)

- Parish Registers
- Service Bulletins
- Newsletters
- Parochial Reports
- Rectors' Papers
- Vestry Minute Books / Vestry Meeting Records
- Annual Meeting & Vestry Election Records
- Ladies Sewing Society Minute Books
- Women's Guild/Churchyard Society Records / ECW Records
- Memorials and Gifts / Bequests and Wills
- Records & History of St. Mary's Chapel
- History of Saint Matthew's
- Social Ministries / Outreach Records
- Oral Histories / Interviews
- Selected drawings and photographs of the parish buildings and their furnishings
- Architectural plans of the church and churchyard

### Using the Parish Archives

To view materials from the archives (or to obtain electronic copies of selected files), please contact Elaine Druesedow via email: [saintmatthewsarchives@gmail.com](mailto:saintmatthewsarchives@gmail.com)

The Archives are open most Monday mornings, or by appointment. Electronic files can be accessed from the Ruffin House with a computer laptop (or from the office workroom).

Please request login details.





*"It was much nicer before people started storing all their personal information in the cloud."*

*Q & A*

?

*Discussion*

!

## Panel II:

# **Our Stories: Using & Promoting the Parish Archives**

## Parish History and Archives Committee

### Heritage/History Presentations for 2012 and 2013\*

Spring Heritage Day Historical Address, Sunday, April 29, 2012:

***William Mercer Green (1798-1887) -- Missionary & Mason, Schoolmaster & Slaveholder, Chaplain & Chancellor, Rector of St. Matthew's & Bishop of Mississippi*** / Brooks Graebner

***Preserving our Past: The Work of the Parish History and Archives Committee*** – Sunday, May 6, 2012 / presented by the Committee

***The Creation and Development of a Parish Endowment*** - Sunday, August 26, 2012 / Allen Cronenberg and Dorothy Wood

***The Expansion and Evolution of the Churchyard of St. Matthew's, Hillsborough*** - Sunday, September 02, 2012 / Brooks Graebner

***A Joe Rosemond Retrospective: The Joyful Steward*** - Sunday, September 02, 2012 / Bob Ireland

***The Churchyard at St. Matthew's: a Spiritual Investment Supported Financially by the Churchyard Society of the Ladies Sewing Society*** - Sunday, September 09, 2012 / Ellen Weig

***Beauty and Memory: The Furnishings of the Ruffin House*** - Sunday, September 23, 2012 /  
Fine Arts & Furnishings Advisory Committee

***St Jude's: A Presence of Faith in Orange County, North Carolina*** - Sunday, April 14, 2013 / Ellen  
Weig

***Like Father, Like Son? The Life and Ministry of the Rev. Charles J. Curtis, Rector of St.  
Matthew's*** - Sunday, April 21, 2013 / Brooks Graebner

***The Life and Ministry of the Rev. Joseph W. Murphy, Rector of St. Matthew's, 1881-1892*** -  
Sunday, April 28, 2013 / Allen Cronenberg

***A Celebration of the 130<sup>th</sup> Anniversary of the 1883 Hook & Hastings Organ*** - Sunday, October  
15, 2013

--*Organs at St. Matthew's: Historical Overview and Account of the Erben and Hook & Hastings Instruments* / John Druesdow

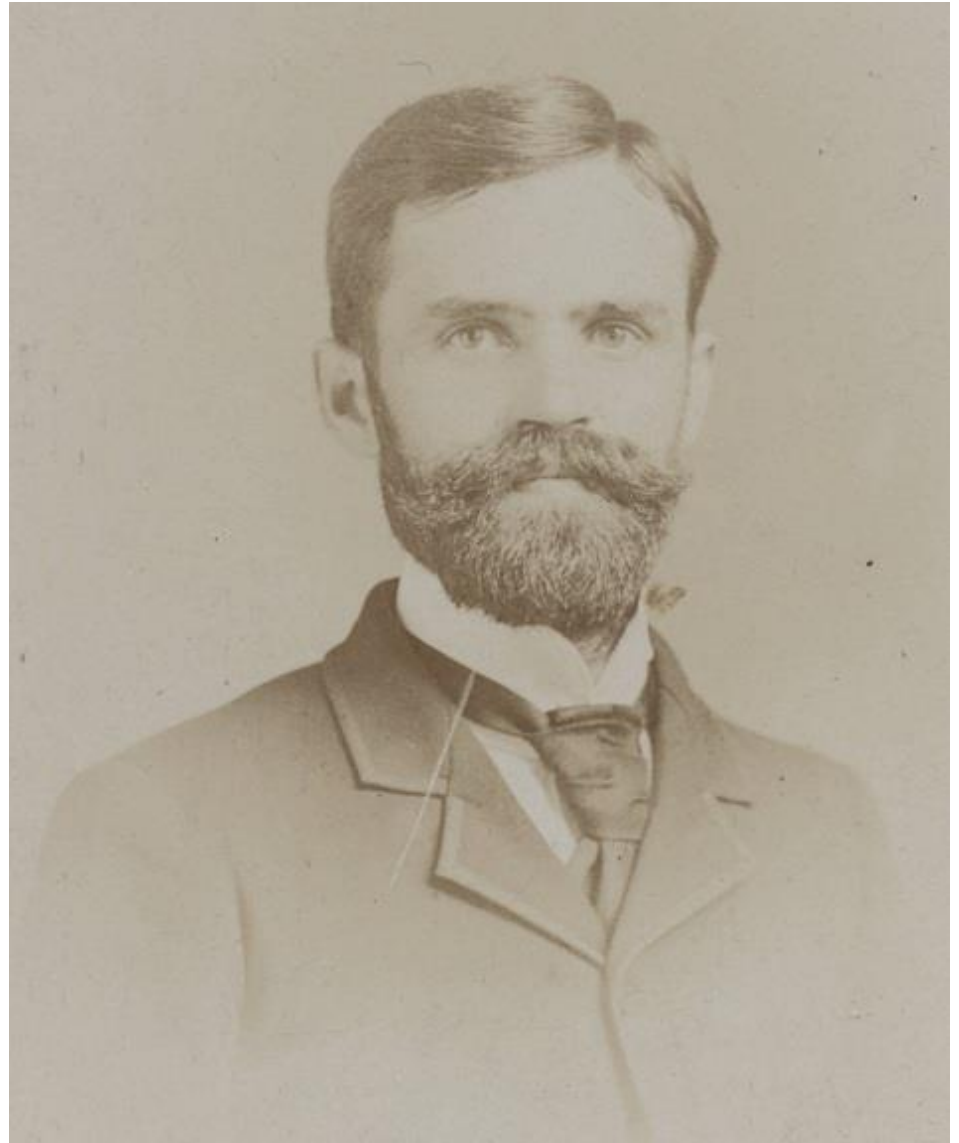
-- *Lizzie's Organ: a Gift from the Ladies Sewing Society* / Ellen Weig

--*Organ Demonstration* / Megan Whitted

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\*PDFs and MP3 audio files of these presentations are available on the NAS;

**The Rev. Benjamin S. McKenzie,  
Rector, St. Matthew's, 1892-1896**



## History.

Dec 25 1895  
 Rev Litany Book.  
 This being one of those old  
 parasites that seems to promise  
 to grow waker instead of stronger  
 each year, the wiser thought  
 it advisable to suggest to the  
 congregation that efforts be made  
 annually to lay by something for  
 the future needs of the parish.  
 He addressed the congregation with  
 regard to this matter, & also called  
 a meeting of the Vestry to consider  
 it & take such action as they deemed  
 best. They approved of the idea & a  
 resolution was adopted authorizing the  
 Rector to take such steps as he thought  
 best towards raising an endowment  
 fund. He called for contributions for this  
 purpose, & the first were received  
 at Dec 25/1895. Several persons had agreed  
 to contribute every year something towards this  
 fund in memory of loved ones. The Treasurer  
 is instructed to keep an accurate account  
 of the apts. paid, with the names of the  
 persons by whom they are contributed, as also the  
 names of those in whose memory they are  
 given. The parish received from the executor of  
 the estate of Miss Martha P. Ruffin who died  
 in New York City April 9<sup>th</sup> 1896, leaving as part  
 of her property to this parish, \$11,27.00

Establishment of the  
 Parish Endowment  
 Fund, Dec. 25, 1895



## **St. Matthew's Parish Register 1881-1917**


**Dec. 25<sup>th</sup> , 1895:**

**This being one of those old parishes that seems to promise to grow weaker instead of stronger each year, the rector thought it advisable to suggest to the congregation that efforts be made annually to lay by something for the future needs of the parish. He addressed the congregation with regard to this matter, & also called a meeting of the Vestry to consider it & take such action as they deemed best. They approved of the idea & a resolution was adopted authorizing the Rector to take such steps as he thought best towards raising an endowment fund. He called for contributions for this purpose & the first was received at Xmas 1895. Several persons have agreed to contribute every year something towards this fund in memory of loved ones. The treasurer is instructed to keep an accurate account of the amts rec(eived) with the names of the persons by whom they are contributed and also the names of those in whose memory they are given. The parish received from the executor of the estate of Miss Martha P. Ruffin who died in New York City April 7<sup>th</sup> 1896, leaving one tenth of her property to this parish, \$1129.**

archive.org/browse.php?field=subject&mediatype=texts&collection=ncrel

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Search:  Texts  Advanced Search Anonymous User (login or join us)

Browse: [Top Level](#) > [Texts](#) > [UNC Religion in North Carolina](#)

*[Please note our prior "hierarchical keywords" feature (by using a ":" character) is not working right now so we are treating each keyword phrase as unique.]*

- Alcoholics (1)
- Baptist State Convention Of North Carolina (180)
- Chipman, Luzene (1)
- Davis, Thomas F. (Thomas Frederick), 1804-1871 (1)
- Episcopal Church (107)
- **Episcopal Church. Diocese Of North Carolina (108)**
- Episcopalians (108)
- Evangelical Lutheran Synod And Ministerium Of North Carolina (18)
- Evangelical Lutheran Synod And Ministerium Of North Carolina And Adjacent Parts (15)
- Evangelical Lutheran Tennessee Synod, Reorganized (1)
- Lutheran Church (35)
- Lutherans (2)
- Methodist Church (47)
- Methodist Episcopal Church (1)
- Methodist Episcopal Church, South (47)
- Methodist Episcopal Church, South. North Carolina Conference (47)
- Methodists (47)
- Presbyterian Church (82)
- Presbyterian Church In The U.S. Synod Of North Carolina (82)
- Presbyterians (62)
- Prisoners (1)
- Prisoners' Writings, American (1)
- Revelation (1)
- Sermons, American (2)
- Smith, George L., 1878- (1)

**Journal of the ... annual convention of the Protestant Episcopal Church in the state of North Carolina 1<sup>st</sup>/2<sup>nd</sup>(1817/1818)-107<sup>th</sup>(1923)**

**<http://archive.org/browse.php?field=subject&mediatype=texts&collection=ncrel>**

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Search: mediatype:texts AND collection: All Media Types  Advanced Search

## Search Results

Results: 1 through 50 of 106 (0.004 secs)

You searched for: mediatype:texts AND collection:norel AND subject:"Episcopal Church. Diocese Of North Carolina"

[1] 2 3 Next Last

-  [Journal of the ... annual convention of the Protestant Episcopal Church in the state of North Carolina \[serial\] \(Volume 99th\(1915\)\)](#) -  
Title varies  
Keywords: [Episcopal Church. Diocese of North Carolina](#); [Episcopal Church](#); [Episcopalians](#)  
Downloads: 110
- 
-  [Journal of the ... annual convention of the Protestant Episcopal Church in the state of North Carolina \[serial\] \(Volume 96th\(1912\)\)](#) -  
Title varies  
Keywords: [Episcopal Church. Diocese of North Carolina](#); [Episcopal Church](#); [Episcopalians](#)  
Downloads: 115
- 
-  [Journal of the ... annual convention of the Protestant Episcopal Church in the state of North Carolina \[serial\] \(Volume 43rd\(1859\)\)](#) -  
Cover title  
Keywords: [Episcopal Church. Diocese of North Carolina](#); [Episcopal Church](#); [Episcopalians](#)  
Downloads: 209
- 
-  [Journal of the ... annual convention of the Protestant Episcopal Church in the state of North Carolina \[serial\] \(Volume 91st\(1907\)\)](#) -  
Title varies  
Keywords: [Episcopal Church. Diocese of North Carolina](#); [Episcopal Church](#); [Episcopalians](#)  
Downloads: 78

JOURNAL  
OF THE  
SEVENTY-NINTH ANNUAL CONVENTION  
OF THE  
PROTESTANT EPISCOPAL CHURCH  
IN THE  
DIOCESE OF NORTH CAROLINA  
HELD IN  
GRACE CHURCH, MORGANTON  
MAY 15-17  
A. D. 1895

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RALEIGH  
E. M. UZZELL, STEAM PRINTER AND BINDER

1895

*Hillsboro, St. Matthew's Church*; the Rev. B. S. McKENZIE, Rector.

Families 25. Baptized persons 150. Burials 3. Communicants: last reported 80; died 1; present number 60. Sunday-school teachers 5; scholars 20. Other Parish Agencies: Parish Aid Society; Woman's Auxiliary; Altar Guild. Public services: on Sundays 79; other days 104. Holy Communion 11.

Church sittings 250; chapel sittings 75.

Value of church \$7,000; chapel \$330; rectory \$1,200—total \$8,530. Insurance \$2,500.

*Receipts*—Communion alms \$5.50. Other offerings at church services \$187.11. Sunday-school offerings \$3.76. Other sources \$799.37—total \$995.74.

*Disbursements*—*Parochial*: Alms \$17.25. Minister's salary \$330.75. Current expenses \$47.74. Improvements and repairs \$261.41. Miscellaneous \$53.10—total \$710.25.

*Diocesan*: Episcopal and Contingent Fund \$110. Diocesan Missions \$50. Thompson Orphanage \$48.38—total \$208.38.

*General*: General Missions \$32.60. Domestic Missions \$16.59. Foreign Missions \$3.48. Jewish Missions \$6.75. Sewanee \$7.08—total \$66.50. *Aggregate* \$985.13.

The Rector, with the consent of his Vestry, was absent from the Parish the greater part of the year. During his absence he acted as Assistant Minister of St. Peter's Parish, New York City. The Rev. Mr. George, of Newbern, served this Parish during his summer vacation. With this exception the Parish has been served almost entirely by its faithful and devoted Lay Reader, Mr. D. H. Hamilton, the Rector not returning to resume his duties until the beginning of the Lenten season.



May 9<sup>th</sup> 94

A. a. Called Meeting of The Vestry  
 Rector B. S. McKenzie presiding. The  
 following <sup>Vestry</sup> present - D. H. Hamilton - P. C. Pugh  
 Henry K. Paul, James Webb, James Webb Jr  
 & W. A. Hayes. The Rector B. S. McKenzie  
 stated to the Vestry that - he wished a leave  
 of absence <sup>from Vestry</sup> for (12) twelve months to begin  
 the 1<sup>st</sup> of July. 94. On Motion permission  
 was granted the request. No other  
 business the Vestry adj. by W. A. Hayes Secy.

Request for McKenzie's leave of absence granted by Vestry, May 9, 1894

**May 9th '94**

**At a Called Meeting of the Vestry Rector B.S. McKenzie presiding, the following Vestry present – D.H. Hamilton, P.C. Graham, Henry K. Wade, James Webb, James Webb, Jr. & W.A. Hayes – the Rector B.S. McKenzie, stated to the Vestry that – he wished a leave of absence from Parish for (12) twelve months to begin the 1st of July '94 – On Motion – permission was granted the request – no other business the vestry adj[ourned].**

**W.A. Hayes, Sec'y**



**Preparations for the return  
of the Rev. B.S. McKenzie**

Dec 17<sup>th</sup> - 1874

At a meeting of The Society held on  
the above date James Webb Esq. Minister  
Presiding. The Society present  
were John W. Donahue, D.H. Hamilton W.A. Hayes  
James Webb & Paul C. Yorkum -

Resolved, that - The Society having received  
information that - Rev. B. S. McKenzie will  
return to this Parish in February and it  
being ascertained that - The roof of The Church  
is still in immediate need of repair,  
that - The Congregation be requested to  
raise a sufficient amount - to put the  
Roof in repair and to make such  
improvements as are necessary. and also  
that - The sum pledged for repair of  
roof be used for this purpose -

Resolved, also that - D.H. Hamilton and  
Paul C. Yorkum be appointed a Committee  
to have the repairs to The Rectory carried  
out. and The Ladies of The Congregation  
be requested to assist in having the  
Garden & grounds put in proper order  
and other business in order as aforesaid.

W.A. Hayes Sec

**Dec. 17th 1894**

**At a Meeting of the Vestry held on the above date James Webb Sr Senior Warden presiding, the Vestry present — Treas. John W. Graham, D.H. Hamilton, W.A. Hayes, James Webb Jr & Paul C. Graham —**

**Resolved that — the Vestry having received information that — Rev. B.S. McKenzie will return to this Parish in February and it being ascertained that — the roof of the Church is in immediate need of repair, that — the Congregation be requested to raise a sufficient amount to put the Rectory in repair and to make such improvements as are necessary and also that — the sum pledged for repairs of the roof be used for this purpose —**

**Resolved also that — D.H. Hamilton and Paul C. Graham be appointed a committee to have the repairs to the Rectory carried out and the Ladies of the Congregation be organized to assist in having the House & grounds put in proper order & no other business the meeting adj[ourned].**

**W.A. Hayes, Sec'y**

## History.

June 1874

The Vestry meeting to spend some time at the North Dock having fully determined how long he should be absent thought it best to tender his resignation to the Vestry, in order that the parish might not be deprived of the services of a clergy man during his absence & that the clergy man chosen to fill his place might feel free to mention all the matters that belong to a pastor. But at the meeting of the Vestry called for the purpose of informing them of his plans respecting his resignation, to his great gratification they refused to accept his resignation, giving him a year's leave of absence & expressing the hope that at the expiration of that time he would return to them. At his suggestion the Rev. Mr. George of New York was requested to serve the parish during his summer vacation. Mr. George consented to do this & serve the parish during his vacation. The pastor left for New York City the first of July. He was absent 8 months & during this time acted as assistant pastor of St. Peter's parish in the diocese of New York. He returned to this parish in February 1875 in time for the Lenten services. As he had been advised during his absence, he found on his return that considerable improvements had been made in the vestry, fifteen two & three hundred dollars having been raised & expended by the parish for this purpose. W. M. McKenzie

McKenzie returns to  
parish after time in  
New York

From the  
Parish Register,  
1881-1917

## June 1894

The Rector desiring to spend some time at the North & not having fully determined how long he should be absent thought it best to tender his resignation to the vestry in order that the parish might not be deprived of the services of a clergy man during his absence & that the clergy man chosen to fill his place might feel free to exercise all the functions that belong to a rector. But at the meeting of the vestry called for the purpose of informing them of his plans & offering his resignation, to his great gratification they refused to accept his resignation, giving him a year's leave of absence & expressing the hope that at the expiration of that time he would return to them. At his suggestion the Rev. Mr. George of Newbern was requested to serve the parish during his summer vacation. Rev. George consented to do this, & served the parish during his vacation. The Rector left for New York City the first of July. He was absent 7 months & during this time acted as Assistant Rector of St. Peter's parish in the Diocese of New York. He returned to this parish in February 1895 in time for the Lenten services. As he had been married during his absence, he found on his return that considerable improvements had been made in the rectory. Between two or three hundred dollars having been raised & expended by the parish for this purpose.

B.S. McKenzie



**The Rev. Joseph W.  
Murphy, Chaplain, C.S.A.**

**Petersburg, Va., 1862**



**Murphy's Letter of  
Resignation as Chaplain,  
October 1863**

Gen. Mr. Sedden  
Sec. of War,  
Sir,

I hereby respectfully  
resign my Commission as Chaplain  
in the Prov. A. C. S., with the  
view of taking charge of a Parish  
wh. I have already accepted on con-  
dition of acceptance of this resigna-  
tion. I have been in the field as  
Chaplain for 19 months & have tried  
faithfully to do my duty & wd. like  
to continue at the work but for my  
suffering severely fr. rheumatism  
during winter & spring.

My heart is in the Cause, as much  
as ever, & I expect still to pray &  
work for it as opportunity offers.

Respectfully,  
Joseph W. Murphy  
Chaplain 32<sup>nd</sup> Reg A. C. S.

Oct. 21. 1863.

Hon. Mr. Seddon  
Sec. of War,

Sir,

I hereby respectfully resign my Commission as Chaplain in the Prov. A. C.S., with the view of taking charge of a Parish wh[ich] I have already accepted on condition of acceptance of this resignation. I have been in the field as Chaplain for 19 months & have tried faithfully to do my duty & w[oul]d like to continue at the work but for my suffering severely fr[om] rheumatism during winter & spring.

My heart is in The Cause as much as ever, & I expect still to pray & work for it as opportunity offers.

Respectfully,  
Joseph W. Murphy  
Chaplain 32nd Regt.

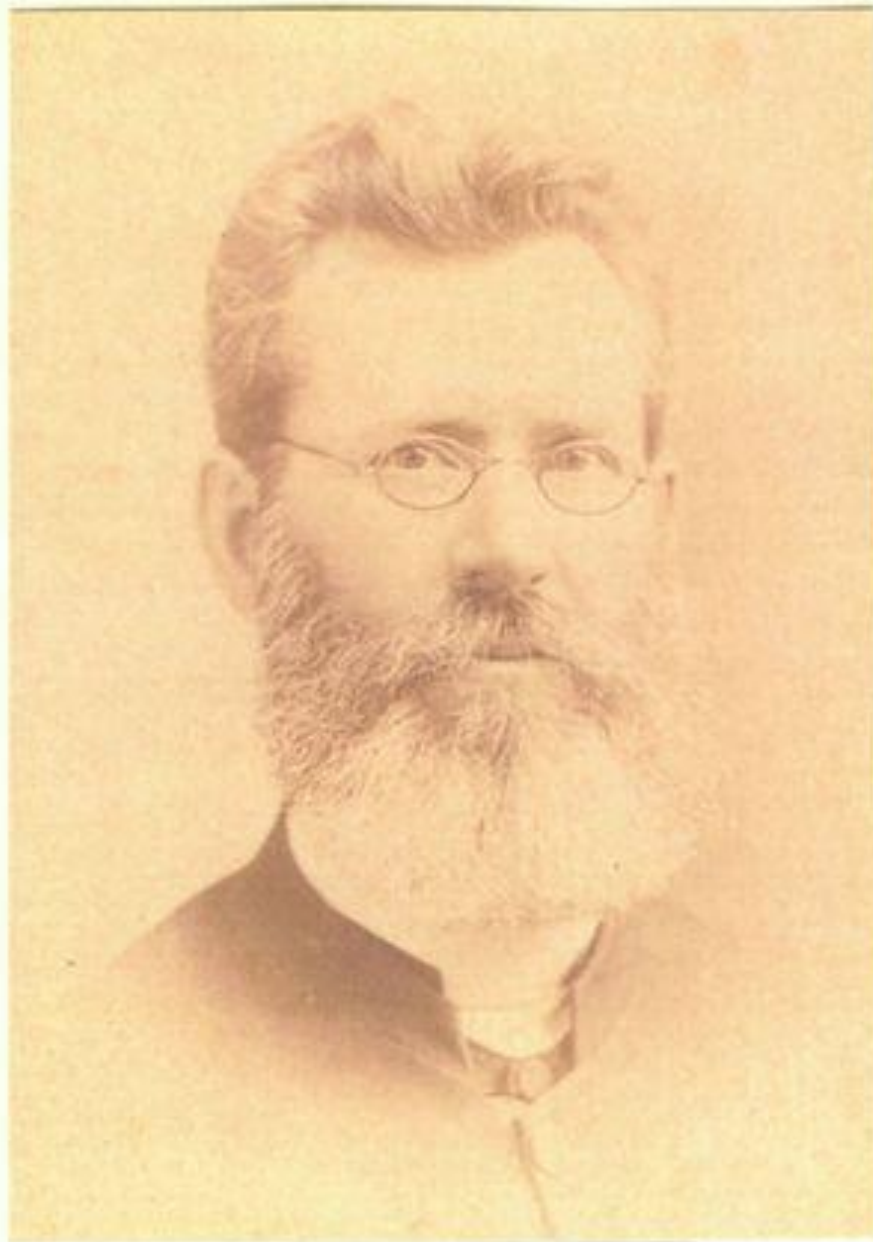
Oct. 21. 1863



**The Rev. Joseph W.  
Murphy as a young priest**



**Photograph from early  
1870s before the Rev.  
Joseph W. Murphy serves  
as Rector of St. Matthew's,  
1881-1892**





**The Rev. Joseph W. Murphy  
in later years, with family**





St. Matthew's Church-Women's History,  
1826-1996,& some side-trips and wanderings:

Preservation, Research, Interpretation, and  
Sharing of the work and lives of the Ladies of the  
Congregation of St. Matthew's

# The Episcopal Women's History Project's Statement of Purpose

- **To promote and encourage research, writing and publication in all matters touching upon the history of women in the Episcopal Church**
- **To promote and encourage the collection and preservation of records and other artifacts of interest pertaining to such history**
- **To foster and promote public knowledge of interest in such history**

# **Patricia Nichols Page**

## **(November 11, 1923 – July 26, 2013)**

### **A “tribute to Pat Page”**

- **Episcopal Women’s History Project – telling the stories of forgotten women**
- **1996 – Southern Episcopal Church Women’s History Project began**
- **Commitment to researching and telling the stories of Southern women**
- **1997 – SECWHP received 3 year grant funding**



## The Ladies Sewing Society



## St. Matthew's Heritage Day Exhibits, April, 2007, and at Burwell School, July-August, 2007



### Silver Sewing Kit

This kit belonged to Isabelle Davidson Graham Webb of Hillsborough. It was probably received as a birthday present in 1895.  
*Loaned by Isabelle Webb, Chapel Hill*

# St. Matthew's Exhibit, ECW annual meeting, Tarboro, N.C., November, 2007



# Christmas, 1867 – Christmas, 2013

## The Festival of the Society Tree “FeST” December 2008 --

### St. Matthew's Core Values met:

- **Heritage** – historical roots of parish families, heritage skills in creating fine crafts, celebrating the arts of the past and the present.
- **Fellowship** – an all parish event celebrating the talents of parish family, community building, multi-generational.
- **Service to others** – funds used by Social Ministries committee for local outreach programs
- **Education** – multigenerational opportunities to share in the practice of, and to teach our children about, service to others. Learning about our roots as a church family. Teaching children about the history of faithful people.
- **Music** – celebration through an expression of faith.
- **Spiritual Practices** – growing spiritually as we meet the needs of others and work together for a common goal of service.



## Projects

### **Compiling the records – where were the documents...1826-1996**

- Earliest mention – parochial reports to annual conventions.
- Transcriptions of LSS.
- 1861 – finding “Episcopal Society” in un-named journal in the Southern Historical Collection.
- Finding WA minutes, 1886-1909 – parish records in personal papers.
- WA/Parish Guild/ECW papers - Rescued from the mouse poop...boxes stuffed – organized and archived.

Women's Records (WR)		
Record Group		
Box #	Subgroup (Name on Box)	Subgroup II (Files included in the box)
WR1	Ladies Sewing Society Minute Books 1-6, 1866-1900	LSS Book I dates
		LSS Book II dates
		LSS Book III dates
		LSS Book IV dates
		LSS Book V dates
		LSS Book VI dates
WR2	Ladies Sewing Society Minute Books 1-6, 1866-1900	Transcriptions
WR3	Ladies Sewing Society Minute Books 1-6, 1866-1900	Photocopies
WR4	Woman's Auxiliary and Parish Guild, 1935-1956 (Note: see WR6 for earlier records).	Woman's Auxiliary minutes (WA), January 14, 1935-November, 1941
		Woman's Auxiliary minutes, December, 1941-December 1948
		Woman's Auxiliary minutes, 1949-April 2, 1956
		St. Matthew's Parish Guild minutes 1940-February, 1947
		Woman's Auxiliary & Parish Guild, Attendance & Financial Register, October 1, 1935-January 10, 1946
WR5	Parish Guild and Churchyard Society, 1892-1979	St. Matthew's Parish Guild Treasurers Record, 1966-1979
		St. Matthew's Parish Guild Dues/Financial, 1946-1965
		Churchyard Society, 1892-1926
		St. Matthew's Churchyard Endowment Fund, 1916-1927
WR6	Parish Guild/ECW Records May, 1959-1996	<a href="#">File 1. Woman's Auxiliary Register 1886-1909... Copied from SHC: # -- Ruffin, Roulhac, Hamilton Papers. Electronic File</a>
		<a href="#">File 2. Woman's Auxiliary Register 1902-1917... Copied from SCH: # -- Ruffin, Roulhac, Hamilton Papers. Electronic File</a>
		File 3. May 1959-February 1966 Parish Guild Register
		File 4. March 1966-February 1975 Parish Guild Register
		File 5. 1975-1983 St. Matthew's Parish Guild Register, . Renamed St. Matthew's Guild Sept 1976; Renamed St. Matthew's Episcopal Guild and Churchwomen, Sept 1977; Renamed St. Matthew's Parish Guild and Episcopal Churchwomen (ECW) September 1980.

## Oral Histories – Key points

- Researching “how to do” oral histories. Take time to do it.
- EWHP publication on oral histories very helpful.
- Researching for information – homework.
- Listening skills. Productive silence.
- Open ended questions.
- Confidentiality and sensitivity – when to stop.
- Community – ride about town.
- Limited sessions.
- Transcriptions – time -consuming.



# Side-trips, Road-trips, wanderings

- Story of St. Jude's Church – “Old” Orange County and 3 miles from Hillsborough. Thinking outside the box.
- Stained Glass windows – ladies with needlework, clergy and laymen at Convention, gardens.
- Families across North Carolina - plantations in several counties. Opportunities for collaboration and sharing.
- Mothers and Daughters, Grandmothers and Aunts – Generations and Movement.
- Preparing for the Bicentennial of the Diocese in 2017 - By Word and Example, getting the word out.

# Telling the Ladies' stories

- EWHP presentation – taking the Ladies national. Seneca Falls, N.Y. - Annual Meeting of EWHP. 2011
- 2012 - The EWHP Annual Meeting at General Convention in Indianapolis:
- The Malcolm and Pat Diesenroth Parish Award “given for outstanding efforts of a parish to preserve or tell its history, especially the stories of women who helped form its congregational life.”
- Award used to obtain copies of Woman's Auxiliary minutes found in the SHC, in the Ruffin, Roulhac, and Hamilton papers, and photos of two of our 19<sup>th</sup> century clergy, the Rev. Charles J. Curtis and the Rev. Joseph Wiggins Murphy.

# How do we tell the stories?

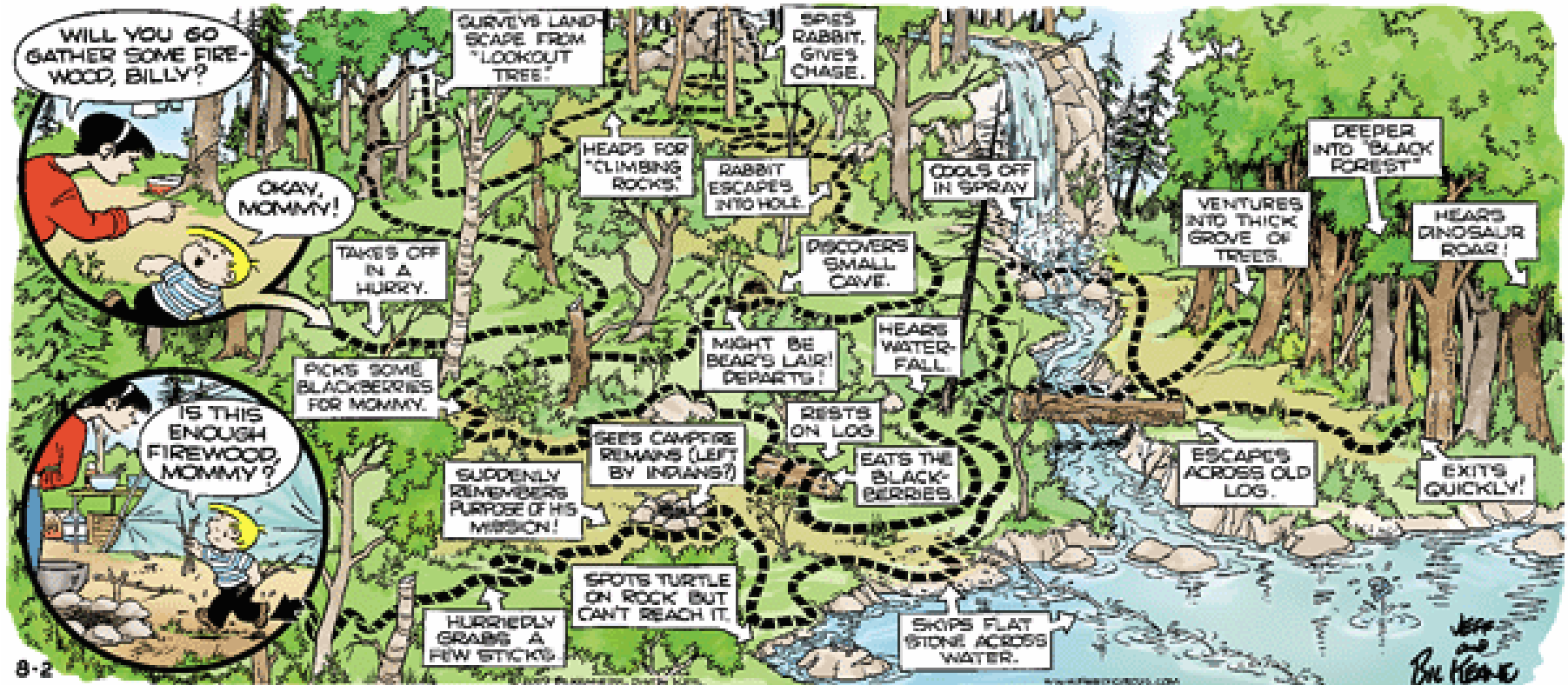
**Consider learning styles and the senses:  
sight, sound, smell, taste, hearing, and feelings**

- Bulletin boards and exhibit boards.
- Churchyard wanderings – the Garden Party, 2008.
- The Churchyard Society – a society within the LSS
- Eliza Adam Jones and “Miss Lizzie”, the organ - a gift of the Ladies Sewing Society. Adult Forum presentation.
- Pamphlets, handouts, bookmarks, note cards, publications
- Heritage soups at FeST
- Music composed by the Rev. Moses Ashley Curtis and Charles J. Curtis

# How to do research

## THE FAMILY CIRCUS<sup>®</sup>

By Phil Keane



# The hidden stories of the Ladies

## Stained Glass window research

- Deep digging, patience online, “sore eyes”. From old papers to old books and lots of pictures.
- Parish records to SHC to Advanced Book Search to Images to KY.
- The Good Shepherd Window – are we unique?
- Florida and Virginia – images and letters.
- Kentucky – persistence.
- The memorials – many to the ladies in the Society.
- The forgotten women – stories emerge from research.
- Michigan Stained Glass Census, Buffalo, NY Inventory



# Hearing the stories:

Oral Histories

St. Matthew's Church, Hillsborough, N.C.



## Oral Histories – Key points

- Researching “how to do” oral histories. Take time to do it.
- EWHP publication on oral histories very helpful.
- Researching for information – homework.
- Listening skills. Productive silence.
- Open ended questions.
- Confidentiality and sensitivity – when to stop.
- Community – ride about town.
- Limited sessions.
- Transcriptions – time –consuming.

## Things not to do:

- Avoid questions that are out of the range of a person's experience.
- Don't ask questions out of context.
- Don't steer or control conversations.
- Don't roam aimlessly.
- Don't use equipment without practice first.
- Don't forget batteries and equipment.
- Don't forget visual cues.

## Triggering memories

- Isabelle Webb- 4 sessions of 1 hour each, 3 at church and a ride around town
- Hunter Dula- 4 sessions. 2 at church, a ride around town, and one session at home.

Hunter at home.



- A gathering of parishioners talking about memories of church suppers and picnics from the mid-1900s.
- Joe Rosemond – a retrospective celebration including community memories.

## Things we have thought about doing

- Young people can do oral histories – guidance for context would be helpful.
- Enlisting more help: interviewers and transcribers.
- Exploring the relationship of church and community, including our relationship with Dickerson Chapel AME.
- Digitizing vital records and collections for research – especially useful for background information.
- Contemporary subjects of current, social and political issues such as civil, women's, and gay rights and how they relate to the Church.
- Collection of photos and ephemera that complement oral histories and social history of the church.

St. Matthew's Episcopal Church  
Archives Acquisition Folder



Name: (first) \_\_\_\_\_ (last) \_\_\_\_\_ (Tel. \_\_\_\_\_ )

Address: (street) \_\_\_\_\_

(city) \_\_\_\_\_ (zip) \_\_\_\_\_ (e-mail) \_\_\_\_\_

**Contents**

**Description**

Include identifying information:  
Approx. date, location, person, event  
Add details inside

Audio tape

Thank you for making  
this contribution to the  
St. Matthew's Archives.

CD/flash drive

Photos  please see "post-it" on reverse  
of picture

I understand that the contents  
of this envelope will become the  
property of the Archives (unless I  
specify that it must be returned.)

or

on loan, please return after use.

Video tape/DVD

Other -

Print material/Other: \_\_\_\_\_



## Members of Vestry, 1824-1936

“The dates being  
those when 1<sup>st</sup>  
mention of a name is  
made”

Members of Vestry.  
The dates being those when 1<sup>st</sup> mention  
of a name is made.

1824.	William Norwood (Jury)	Thos. Ruffin (Judge)	Jonathan Sneed
	Francis L. Hawko (Rev. Dr.)	Walker Anderson (Judge)	
1826.	Dr. James S. Smith	William Bain Dr.	
1834.	Wm. S. Anderson	Edwallada Jones (Col.)	Sam <sup>l</sup> . J. Johnston (Rev. Dr.)
	Stearman S. Hitchkiss	Geo. Long	Andas Dickle
1835.	Geo. W. B. Bagwin	Joseph Norwood	
1838.	James Norwood		
1839.	James de Palmer		
1840.	P. H. Mangum		
1841.	John L. Bailey (Judge)	Edwallada Jones Dr.	Hugh Bradtall
1842.	John Brown		
1851.	Henry K. Nash	James Webb	E. Duncan Macnair
1852.	John Latta		Ride Jones (Dr.)
1854.	Thos. B. Hill	Benj. R. Hooke (Maj.)	
1856.	P. B. Ruffin	Paul G. Cameron	
1870.	D. H. Hamilton (Maj.)		
1872.	James Webb Jr.	Marshall G. Cameron	John W. Graham (Maj.)
1876.	Allen G. Cameron	Henry M. Rosemond	
1878.	John G. Cameron		
1880.	Thomas Ruffin (Judge)	St. P. Jones	
1881.	George P. Collins (Maj.)		
1883.	William A. Hayes		
1889.	A. J. Ruffin		
1893.	Paul G. Graham		
1897.	T. A. Richmond		
1900.	Stirling Ruffin		
1900.	Wm. S. Jones	W. Luttrell Hill Webb	
1901.	Paul G. Collins		
1910.	J. Christine Webb	James H. Webb	
1910.	Wm. L. Webb		
1925.	James S. Latta Jr.		
1927.	James Webb		
1928.	Alexander H. Graham	H. Winder Webb	
1937.	H. S. Harrison		
1934.	Walter W. Walker	Geo. K. Collins	Oscar G. Parsley
1936.	James W. Christine		





## Vestry and Officers 1975\*

Class of 1975	John Dickey
Class of 1975	S.T. Latta
Class of 1975	L.T. Matthews
Class of 1976	John Kennedy, Junior Warden
Class of 1976	Wiley Kiger
Class of 1976	Steve Millender
Class of 1977	Elizabeth Collins, Clerk
Class of 1977	Don Matheson, Treasurer
Class of 1977	<b>Carlton McKee, Senior Warden</b>
Class of 1978	Edwin Cady
Class of 1978	Lucius Cheshire, Jr.
Class of 1978	Isabelle Webb

\*Note: 3 Vestry members to be elected for 3 year terms

Resolution for title of Senior Warden Emeritus for S.T. Latta passed;  
mention that he had been Senior Warden for past 14 years.

## Vestry and Officers 1982\*

Class of 1982	Edwin Cady
Class of 1982	Abbott Lloyd
Class of 1982	Frank Williams
Class of 1983	Abbott Lloyd**
Class of 1983	Charles Parrish
Class of 1983	Arthur Plambeck
Class of 1983	Isabelle Webb
Class of 1984	Alex Gregg
Class of 1984	John Kennedy
Class of 1984	Frank Sheffield, Jr.
Class of 1984	Margaret Trull, Clerk
Class of 1985	Norma Cady
Class of 1985	Jack Gilbert, Junior Warden & Assistant Treasurer
Class of 1985	<b>Dan Menzel, Senior Warden</b>
Class of 1985	Edward (Ted) Moore, Treasurer

\*Note: "Beginning January 1982 Vestry is comprised of 12 members."  
 Rotation schedule: "based on majority of votes from 3 years to 1 year."  
 Six persons elected this year with 4 each year following.

Those elected must have 51% of votes

\*\*Note: Lloyd reelected after serving 1 year unexpired term of S. Ridenbaugh



WELL, HE'S  
BACK FROM  
TECH SUPPORT.