

## **First-St. Andrew's United Church Archives Committee**

In 2020 and 2021, a great effort has been made to locate and record the placement of various Archival items that are required to preserve by the United Church of Canada. This is outlined on the UC website.

*“The purpose of the Archives is to acquire, preserve, and make available for research, in accordance with accepted professional principles and procedures, records, private documents and publications in all media pertaining to the history of the General Council Offices and the Ontario Regional Council Archives of [The United Church of Canada](#) and its antecedent denominations (Methodist Church, Canada, the Evangelical United Brethren, the Congregational Union of Canada, and 70 percent of The Presbyterian Church in Canada).”*

..... From the United Church of Canada Website.

The United church website outlines the areas that communities of faith (*churches*) should preserve.

- |                       |                      |                     |
|-----------------------|----------------------|---------------------|
| 1. Registers,         | and Committee        | 9. Bulletins        |
| 2. Historic Roll,     | Reports,             | 10. Church          |
| 3. Official Minutes & | 6. Property Records, | Newsletters         |
| Correspondence,       | 7. Records and       | 11. Annual Reports  |
| 4. Board Manuals      | Correspondence of    | 12. Photos (Clearly |
| and Organization      | groups within the    | identified)         |
| charts,               | church               | 13. Miscellaneous   |
| 5. Minutes,           | 8. Correspondence    |                     |
| correspondence,       | files                |                     |

..... [https://united-church.ca/sites/default/files/handbook\\_what\\_archives\\_want.pdf](https://united-church.ca/sites/default/files/handbook_what_archives_want.pdf)

### **01 Registers**

The required Baptism, Marriage, and Burial registers are kept in the storage room of FSA. They are maintained by the Ministers and the Administrator of the church.

The Registers are also digitized and stored on a 2 TB portable Drive that is stored in the Church Main office. The digital copies are backed up to the FSA Archives OneDrive. (*cloud drive*)

### **02 Historic Rolls**

The Historic Roll is kept in the Storage room and updated regularly with individuals who are joining and leaving the church. Communion rolls are kept in the Storage room at FSA and as new members join the church, photos are taken and stored on the digital 2 TB drive. This is arranged by the chair of the Membership and Nurture Committee of the FSA Council. Photos are backed up to the Archives OneDrive.

### **03 Official Minutes and Correspondence**

Council, Trustees, and Congregational Minutes are stored in the main office initially and then committed to the Archives 2 TB digital drive and backed up on the FSA Archives OneDrive (cloud). The Archives committee chair will request the minutes from time to time from the Secretary of each group (*Council, Trustees, and any ad hoc committee, as well as the AGM minutes*)

### **04 Board and Committee Manuals and Organization Charts**

Statements of Policies and Procedures are stored in the main office in the 2020 Policies and Procedures handbook and maintained by committees and the Office staff. Manuals can also be found on the FSA Website.

**First-St. Andrew's United Church  
Archives Committee**

## **05 Minutes and Committee Reports**

Western University has a cache of Archival material up to approximately 1977. Many records of actions and plans of committees are contained in the Annual Reports. *(See below)*

## **06 Property Records**

The 2018 Avis Report, Property Inventory including photos of the rooms in the church and contents of the church are stored on the 2 TB Archives Drive. This is maintained by the Chair of the Archives Committee. These are also on the "J" Drive used by the church Administrator.

## **07 Records and Correspondence of Groups within the Church**

The UCW has a filing cabinet stored in the Archive room and are responsible for maintaining their records and minutes.

Other Groups such as Men's groups, Sunday school, Bible Study and Youth Groups have kept their own records.

The Music groups such as Choirs have records that include photos, minutes, programs, and other notable items stored in various places. Some are stored in the Music Office at the church, some are stored on the 2 TB Archives digital drive, and some are stored in the Archive Room. The Music Director of the Church and executive members of the various groups keep their own records.

## **08 Correspondence Files**

Individuals, ministers, and staff are responsible for storing any pertinent information.

## **09 Bulletins**

Many Church Bulletins (*orders of service*) have been bound into hard cover books and are found in the Archives Room and many digital copies have been stored on the office computers and some on the 2 TB digital drive. Anniversary and special bulletins are stored in the Archives Room. Videos of Church Services are stored in the Main Office and many video copies of services are on the FSA YouTube channel.

Special Service bulletins will include 1<sup>st</sup> Sunday of Lent, Palm Sunday, Good Friday, Easter, Pentecost, Thanksgiving, 1<sup>st</sup> Sunday of Advent, Christmas, Anniversary Sunday, and Confirmation Sundays.

## **10 Church Newsletters**

The main newsletter of the church for many years has been **Tidings**. Hard Copies are stored in the Archives room and Digital copies of this publication are stored on the 2 TB Drive. Many back copies of the **Tidings** are stored on the FSA Website.

## **11 Annual Reports**

The Published Annual Reports are stored in the Archives room and digital copies are stored on the 2 TB digital drive. Many back copies are also stored on the Website. They are backed up on the Archives OneDrive. Audited Reports are maintained in the main office on the 'J' Drive in the Main Office computer and filing cabinets.

## **12 Photos (clearly identified)**

There are numerous albums of photos stored in the Archives Room. There are many photos both individual and composites of church services stored on the 2 TB drive and on the Archives OneDrive (cloud backup). There are

## **First-St. Andrew's United Church Archives Committee**

files and photos of Minsters, Staff personnel, boards and Council stored on the 2 TB drive and backed up on the Archives OneDrive. Many photos taken of the church inside and out are stored over the years on the 2 TB drive. Video of Services recorded during the 2020/21 pandemic are stored on the FSA YouTube channel. Digital lists of the contents of the Photo Albums are published on the web site.

Before the church began making video recordings of services, CD audio recordings were made of services. This library of CD's is stored in the storeroom; the point of contact for audio recordings would be the Chair of the Archives Committee.

### **13 – Miscellaneous**

The Archives committee members over the years have collected many books, various information including essays and short booklets submitted by members as Archival items. Hard copies have been stored in the Archives Room and some digital copies on the 2 TB drive. A video explaining the Stained-Glass windows of the Sanctuary titled **Stories in Stained Glass** is stored in the Archives room, on the Website and on YouTube. Two published books (**William Proudfoot – An auld Acquaintance** by church Member Gavin McGregor, and **Almost a Century** published in 1933,) are stored on the website, in the Archives Room and on the 2 TB digital drive. Hard copies of the 2006 book **A History of First-St. Andrew's United Church from 1938 - 2007** written by members of the Archives Committee are also stored in the Archives Room.

NOTE: The J drive can be accessed by all staff. Everything in J drive is backed up weekly and this back-up is stored off site. The 'cloud' and J drive are not the same thing. The Church Office "Cloud" and the Archives "Cloud" are separate locations on Microsoft OneDrive.

### **14 – Members Accomplishments and Honours**

Submissions to the Archives committee of FSA that are deemed to have lasting importance to the history of the church.