



Information about Our Archives:

What are Archives? Why have them?

Archives provide a place to maintain financial information required of charitable organizations by law.

Archives place the church, in historical context, allowing us to see what has changed.

Many times the same issues surface about running a church and with archives we can benefit from knowing how it was handled last time, what solutions were considered and how decisions were made.

The archival collection will help us to create articles for newsletters or displays and this, in turn, will build credibility when encouraging new members.

How to submit information to the archives:

Paper copies of archival material should be placed in the Archives Mail File Folder.

We are requesting 'hard' copies because electronic copies involve software requirements that may not be standard. When a document involves privacy considerations, it will be held in a locked cabinet to maintain confidentiality.

Please consult with an archivist or send an email to the archivists if you have questions.

Guidelines for submissions:

Meeting and Committee Submissions:

Those preparing Board Minutes, Committee Minutes, and Annual General Meeting Documents would greatly assist the archivist by making the archives a standard recipient of these documents. Thus when distributed to others, the archives should be on the distribution list and receive a copy at the same time.

In order to maximize our benefit of the archives, if there are no official minutes or minutes may not be comprehensive, it would be helpful if those on committees would provide a copy of reports or a synopsis of meetings that made decisions to the Archives.

To minimize space, final reports or synopses are appropriate, not every communication about the committees work. Try to think about what might be useful for someone to know maybe 10 years from now.

When in doubt, send the archives a hard copy; the archivist will use judgement and in some cases may not keep everything submitted.

Non Paper Submissions:

The archives are a place where it is sometimes appropriate to keep memorabilia that helps describe our journey. Hence some photographs or other such media can form part of our archives. Selected photographs (copies) taken during official celebrations are encouraged to be submitted for consideration.

A Donor form should be submitted with the article or photograph which should include information about event, date, where taken, who took the picture and if possible identifying who is in the picture.

Copies of the Donor form are available in the Archives Mail File Folder. Our goal in keeping photographs and memorabilia would be not to keep every item/photo (we wouldn't have room) but to maintain a small useful collection.

On-going documents:

Copies of all newsletters, Sunday morning bulletins, new versions of on-going brochures produced by the congregation, and other important documents produced by the congregation should be archived.

For those involved in preparing or printing on-going church publications, it would be helpful if a copy of each new version was submitted by placing in the Archives Mail File Folder.

Flyers and Brochures:

Flyers and Brochures produced to promote the church and its activities should be submitted.

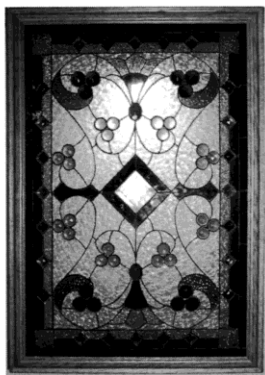
Things that don't belong in our Archives:

Documents produced by other organisations, including newspaper and magazine clippings, do not belong in our archives unless they contain specific references to our congregation or its members. Photographs of personal celebrations or events do not belong.



Spirit of Life

The First Unitarian Congregation of Waterloo



1956-2006
A Brief History of the First Fifty Years

Brief Description of Archives:

Annual General Meeting Minutes
Annual General Meeting Reports
Board Minutes
Brochures about Church
By-Laws
Committee Lists
Committee Policies and Procedures
Committee Reports
Council of Chairs Minutes
Financial Statements
Flyers; Dream Auction, RE, etc.
Fundraising Handouts/Brochures
Insurance Documents
Lay Chaplaincy Appointments
Lay Chaplaincy Guidelines
Membership Lists
Membership Surveys
Minister Installation
Ministerial Search
Newcomers Events Documents
Newsletters
Orders of Service
Property Records
Relationship with UUA
Religious Education Forms, Questionnaires
Sermons
Social Action Activities
Special Congregation Meetings
Special Services
Spirit of Life, History of Congregation

Access to the Archives:

The archives are a resource for the congregation and we encourage members to take advantage of the history we have stored. The archives contain some confidential information and thus the archivist maintains the security of this resource.

A document listing the content of the archives is available for anyone to view. Copies of individual documents can be requested from the archivist.

Please contact an archivist for a list of contents or for more information about what we have, and how our history may assist with projects or meetings.

Archives Contact Information:

Email: archives@grandriverunitarian.ca

Archivists: Jack Horman, Jane Wilson

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