

REPORT OF THE LOCAL CHURCH HISTORIAN – CHARGE CONFERENCE

\_\_\_\_\_ Church, \_\_\_\_\_ District

To Charge Conference, \_\_\_\_\_, 20\_\_.

Name of Church Historian for coming year (20\_\_): \_\_\_\_\_

Address: \_\_\_\_\_

Members of Committee on Records & History: \_\_\_\_\_

When was your church founded? \_\_\_\_\_ Date of oldest existing building \_\_\_\_\_

Do you have a depository (room, closet, file, etc.) under your control for keeping records and history? \_\_\_\_\_ Where is it located? \_\_\_\_\_

Do you contact recording secretaries of all church organizations at the end of each church year regarding the deposit of inactive records? \_\_\_\_\_ Do you have a written history of your church? \_\_\_\_\_ Up to what date? \_\_\_\_\_ Is a copy on file in the conference archives? \_\_\_\_\_

What are your plans for writing or updating your history? \_\_\_\_\_

Do you have a roll of your former pastors? \_\_\_\_\_ If yes, please attach a copy and indicate of which ones you have photographs. What United Methodist and EUB ministers are buried within your parish? Please indicate if official United Methodist markers have been placed on their grave

Names	Cemetery	Marker
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have a historical library? \_\_\_\_\_ Have you identified and catalogued any artifacts that relate to the history of your church? \_\_\_\_\_ List sites of any former Methodist and EUB church within your parish area. Are their locations identified in any way?

Name of Church	Location	Identification
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have any materials you would like to transmit to the Conference Archives? \_\_\_\_\_ If so, please describe: \_\_\_\_\_

Please complete inventory on reverse side of this report.

Church Historian Signature \_\_\_\_\_ Date \_\_\_\_\_

Pastor Signature \_\_\_\_\_ Date \_\_\_\_\_

## OUTLINE INVENTORY OF YOUR ARCHIVES

A very brief description only – you should make a more detailed inventory for your own records. This is only intended to help you and the Charge Conference identify what SHOULD be in your archives.

Category	Material We Have
1. Membership books (including baptism, Marriage, funeral records).	
2. Minutes	
• Charge Conf.	
• Administrative Board	
• Council on Ministries	
• Commissions, Men & Women's Organizations, Youth Organizations, Children's Committees, And any other church organizations.	
3. Stray Records	
• Discontinued Circuits	
• Journals of Minister	
• Belonging to other churches	
• Miscellaneous	
4. Correspondence Files	
• Church Office – Pastor - not personal – as representative of congregation	
• Church Officers – church business only, not personal	
5. Publicity and Worship Publication	
• Church Bulletins	
• Weekly or monthly newsletters	
• Brochures for special or historical celebrations	
6. Financial Records	
• Ledgers	
• Budget statements and reports	
• Audits	
7. Legal Papers	
• Deeds, mortgages and other legal documents.	
8. Audio-Visuals	
• Tapes – Oral History	
• Slides and films (sound or silent)	
• Photos – identify with name, date, place, organization, ect.	
• Recordings	
9. Miscellaneous	
• Sermons – select a few from each pastor	
• Architectural plans of present buildings etc.	