

SURVEY for LOCAL CHURCHES—Assessing the Nature and Extent of their Archive Collection and Any NEEDS for RESOURCING. Making the Connection with the Local Church, its Historian and its Committee on Records and History (if such exists). See 2008 Book of Discipline, paragraphs 247.5 a,b; 606, 606.2; 641.1, 2, 3, 4; 906.1c.

Name of Church/Parish _____ Conference Number _____

Address of the Church _____ e-mail _____

Church Historian _____ Members of History, Records, Archives Com. _____

WHAT IS THE EXTENT of your Archives & _____
History holdings as measured by length on a _____
Bookshelf, including volumes (books), files, _____
Folders and boxes of materials? _____
_____ (number) of linear feet.

CHECK THOSE AREAS that you presently
Maintain within your Archives and History
Collections:

_____ Listing of Pastors with years served.

_____ Records of Previous Congregations with
Dates and details of changes, mergers, etc.

_____ Listing of Lay Leadership in important
Positions with years served (e.g, Lay Leader
Board Chair, Lay Members of the Annual
Conference, UMM Pres., UMW Pres.,
UMYF Pres.--existing and predecessor
Organizations)

+ Do you maintain a yearly record of
Historical Records as provided in the
Official Record FORMS of the U.M.C.?
_____ Yes _____ No

+ Do you make a Historical Report to the
Annual Church / Charge Conference?
_____ Yes _____ No

+ Do you have a facility for storage and
reference of the Official Record Books
of the Congregation(s) under your care?
_____ Yes _____ No

___ Picture file of Church buildings, Pastors,
Leaders, activities.

+ Is storage fireproof or fire resistant?

___ Yes ___ No

___ Artifacts collection.

+ Is it safe from water/moisture damage?

___ Yes ___ No

___ Video recorded materials.

___ Computer stored or recorded records,
Materials.

+ Do you maintain originals or/and
copies of vital information in a bank

lock box?

NOTE the FORMAT used _____

___ Yes ___ No

MERGERS

Have there been mergers in the history of the congregation? If so, please give the names of the former constituting bodies (former churches names) and date (exact or approximate) of the mergers.

NAME OF CHURCH _____ DATE _____

Has the church retained the records of all former church bodies that have been incorporated into the merger? If not, which church's records have been preserved?

Do you have a one page (or short) summary of the history of your congregation that you share with members and newcomers? Will you share a copy with us? If so, please enclose with your response to this survey. Thank You.

In what ways can the Conference Commission assist you in your work?