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MAY 24 1994
SP ARCHIVES

THE ARCHIVAL SPIRIT

Newsletter of the Archivists of Religious Collections Section

Project Completed! Guides Published!

Concordia Historical Institute has completed a project to organize the papers of Dr. Walter A. Maier, first Lutheran Hour speaker, and Dr. Eugene R. Bertermann, an assistant to Maier, executive director of the International Lutheran Laymen's League and executive secretary of Lutheran Television. Guides to the collections have been published, and copies are available to persons interested in doing research on these two pioneers in Lutheran religious broadcasting.

The project was funded by a grant of \$27,500 from the National Historical Publications and Records Commission. It began in December 1991. Project archivist Jamie Lambing worked for a year to organize the papers, research related collections, prepare finding aids, and develop the manuscript for the printed guides to the collections.

Under this project the papers of Dr. Maier, received from the Maier family in 1980, have been arranged into an organized collection with a printed guide and inventory to help researchers use the material. Some 80 boxes of materials that had remained unprocessed for many years are now neatly arranged in 78 acid-free storage boxes in the Institute's archives stacks. The same work was done with files of Dr. Bertermann received in 1981 and 1983.

The guides to the collections include a biographical sketch of each man and a general description of the contents of the collections, how they were received by the Institute, and the steps taken in the processing of the materials. This is followed by a detailed listing of the contents of each file, descriptions of related collections at the Institute and in other locations, bibliographies of works by and about the two men, a glossary identifying the people and organizations with which Maier and Bertermann were involved during their careers and a detailed index of names and subjects.

Copies of the guides will be deposited in the libraries of all Missouri Synod colleges and seminaries and in other selected archival agencies. A limited number are available for purchase at a cost of \$10.00 for the Maier guide and \$7.50 for the Bertermann guide, plus \$2.00 for postage and handling.

Concordia Historical Institute is the Department of Archives and History of The Lutheran Church—Missouri Synod. Its facilities are located on the campus of Concordia Seminary in St. Louis and are open to the public from 8:30 a.m. to 4:30 p.m., Monday through Friday. Admission to the museum is free. Researchers who are not members of the Institute may consult its resources on payment of an access fee of \$10.00.

For additional information, contact the Institute at 801 De Mun Avenue, St. Louis, MO 63105, or call (314) 721-5934, Ext. 320.

From the Chair...

Since I last communicated with you through this newsletter, I have had a very trying time. In the last few months I have lost my grandmother, my mother, and my aunt. I have gone through the transitions that are associated with death and individuals. I have also closed out two congregations which "died"—one in Detroit, Michigan, and another in Bedminster, New Jersey. Lest you misinterpret this column, I am not writing for sympathy, but rather to share with you my reflections on the archival profession which have resulted from these life experiences.

In our field, we often talk about the "life-cycle" of records—from "birth" to "death" or, more properly, from creation to disposition. We gather the documentation from various agencies, institutions, organizations, and individuals, often in a very dispassionate manner. Yet, the records which we preserve, reflect the "roots" of someone else. An individual's records will be all that ultimately is left to tell his or her life story. An organization will pass in time from the memory of society with nothing remaining except artifacts and records.

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Resources for Church History

Archivists of Religious Collections Section

Workbook Available

"A Divine Legacy" Records Keeping for Religious Congregations/Orders compiled by Denis Sennett, S. A.

Brother Denis has something outstanding to offer: a workbook-style source compendium to assist the archivist/records manager in the administration and appraising material for their collections. It covers the areas and departments of these congregations and allows for personalization of one's own collection. Specifically focused to assist a Lone Arranger.

Table of Contents

"Annals - How to Keep"; Affiliates/Associates; Annals/Historian; Archives; Associates; "Beatitudes/Commandments of Archivaling"; Board of Admissions; C.C.D. Programs; Child/Youth Care Facility; College - Activities & Programs; College - Administrative; College - Administrative Offices; College - Departmental; Committees/Commissions; Computer Systems; "Deed of Gift"; Departments/Agencies; Development Office; Drop Files; "Ethnic History"; Financial: Wills/Estates/Legacies; "Financial Documents; Records Retention Schedule"; Food Service; Founder(ess); Generalate; General Chapter; General Council; Guilds/Societies; Health Care Facility; House Chapters; Hospital/Hospice; Information Systems Office; Individuals (Members); Institutions Anniversaries; Insurance; Journals/Magazines; Jubilees (Institutions); Jubilees (Members); Justice & Peace; Juvenile Facility; Legal; Library; Liturgical; Members (Collection); Membership; Medical Records; Minister General; Motherhouse; Museum; Newspapers; "Newspapers-How to clip"; Novice

Director; Novitiate; Official Documents (Ordination); Oral History; Parishes/Missions; Peace and Justice; Personal Records; Plant Maintenance; "Policy - Archival"; Policies/Directives; Programs/Activities; Provincialate; Publication - Monthly; Public Relations Department; Policies; Recorded Media; "Records Management"; "Records Survey - How to do"; Regional Ministry; Religious Education Programs; Retirement; "Right of Privacy"; Scholastic Records; Schools; Secretary General; Spirituality; "Theology of Archives"; Treasurer General; "What is Archival?"; Will/Legacies; Writings of "Members"

Order from the Friars of the Atonement Archives; Archives/Records Center, Graymoor—P.O. Box 300, Garrison, NY 10524-0300. Cost: 39.50 plus postage.

Video Available from The Southern Baptist Church

"Making History" Videotape Series

This series of six videotapes focuses on how to collect and preserve your church's history. Tapes in this series (HC 126-131) are:

The Church History Committee
Collecting and Preserving Church Records
Writing the History of Your Church
Communicating Your Church's History
Celebrating Your Church's Anniversary
The Association's Role

\$19.95 per tape (or order the complete series for \$101.75).

Other Resources

Resource Kit for Your Church's History

This 23-item kit includes ten pamphlets that offer step-by-step instructions for: locating, organizing, and preserving your church records; celebrating your church anniversary; and writing, publishing, tape recording, communicating, photographing, displaying, and dramatizing your church's history. The kit also includes a Baptist heritage poster and a Baptist time line poster featuring important dates in Baptist history with space for your church to write in its own special dates and events.

HC-98, \$15.95 each.

Church Archives Starter Kit

Interested in keeping your church documents from becoming brittle and yellowed? If your church is ready to preserve its history the right way, this kit will get you started. The kit contains: an article on how to set up a church archives, one document storage box, one record storage box, one clam shell box, 30 archival quality folders, 10 sleeves for storing photos, and a list of vendors for purchasing more archival supplies. Your photos and documents will turn yellow and brittle unless they are stored in archival containers like these.

29.95 each.

Prices do not include postage and handling. To order the the above resources and video call the Historical Commission, Southern Baptist Church, toll-free at 1-800-966-BAPT.

The winter 1993 *Baptist Heritage Update* has an excellent article on starting an archives.

IN THE NEWS

New Archivist for Jewish Historical Society

The Jewish Historical Society of Delaware Board is pleased to announce that Julian H. Preisler has been hired as part-time Archivist/Staff Person of the Jewish Historical Society. Many newsletter readers may remember that Julian was the volunteer Archivist from 1990-1992. He brings to the job his professional training, knowledge of the archives, and dedication to the collection and promotion of Delaware Jewish history. Julian's responsibilities will include collections processing and management, newsletter and exhibit production, and membership outreach and growth. We're happy to have you on board, Julian!

Jewish Historical Society of Delaware Newsletter, Winter 1994

Video Project Launched

The General Commission on Archives and History, The United Methodist Church is preparing a training video focusing on the proper arrangement and care of local church records. It will be designed for use in workshops for local church historians, although individuals will also find it a useful resource. The video will be completed by late 1996.

Action Memo to Church history leaders from The General Commission on Archives and History, The United Methodist Church. Sprung 1994.

Appointment of Archivist and Records Manager

I am pleased to inform you of the appointment by Bishop Warner of Diane T. Wells as Archivist and Records Manager, succeeding Peggy Hansen upon her April 1, 1994 retirement.

Diane is a graduate of Seattle Pacific College (B.A. in History), Indiana University (Master of Arts in History and Library Science), and has received her Certificate in the Management of Records and Information from the University of Washington. She has broad employment experience in librarianship and business, and resides in Auburn with her husband.

I know that you will join me in welcoming Diane to our staff.

Gerry Porter
The Diocese of Olympia
The Episcopal Church in Western Washington

Catholic Archivists of Texas Meeting

Archivists of Catholic religious institutions in Texas were invited to attend a meeting at the Catholic Archives of Texas in Austin on March 4, 1994 (Diocese of Austin Chancery building, 1600 N. Congress Ave). The meeting and archives tour was held on the occasion of the annual meetings of the Texas State Historical Association and the Texas Catholic Historical Society (March 3-5, 1994). Discussions were held on our past and current problems with records processing, preservation of sacramental records, production of archival aids and cooperation among our institutions. Dedra McDonald, the project archivist at CAT for an NHPRC funded project presented recent progress on the Spanish and Mexican Manuscripts Collection arrangement. The Texas Catholic Historical Society panel presentation focused on "Local Churches: Reconstructing Their History". Please send any questions about the meeting, or future meetings and comments or suggestions regarding the archivists' meeting or TSHA and TCHS annual meetings to the Catholic Archives of Texas in Austin at (512) 476-4888 or fax: (512) 476-3715.

Kinga Perzynska

Annual Invitation

The Office of the Registrar of the Diocese of Missouri (Episcopal Church), is ready to arrange for microfilming of parish Registers. This is the only practical method known to preserve these valuable records. Please call (314) 231-1220 or write for information. The address: 1210 Locust St., St. Louis, MO 63103.

Birth of a New Archives

Trans World Radio, a nondenominational mission organization which was founded in 1954, broadcasts Christian programming in hundreds of languages worldwide through nine transmitting locations. Now they have started their own archival program, headed by Rosemarie Jaszka, Director of Public Relations for TWR.

To learn more about the work involved, Jaszka visited the BGC Archives. The staff spent time showing her how we collect material, arrange and describe it, and make it available to people. She also delved into a number of our collections containing information on TWR, including oral history interviews with Paul Freed and Alan Travers, both of whom helped start this ministry. In a letter expressing her thanks, Jaszka wrote, "You may be flattered to know that we are planning on using your program as a blueprint for our fledgling archives."

Witness. . . A Newsletter of the Billy Graham Center Archives. January 1994, Vol. 3, No. 1.

Archives Center Update

We welcome visitors to The General Commission on Archives and History offices on the Drew University campus in Madison, New Jersey! For your information, the offices are open Monday to Friday, 9:00 a.m. to 5:00 p.m. Researchers are asked to complete their work by 4:30 p.m. each day, and both library and archives are closed during the lunch hour due to limited staff.

Tours of the building are offered three times each year on the first Saturday in March, May, and October. Special arrangements can be made for tours at other times.

Action Memo to Church history leaders. Sprung 1994.

Nominations Please!

August Suelflow. . . Robert Schuster. . . Sister Evangeline Thomas, CSJ. . . William Miller. . . V. Nelle Bellamy. . . Elizabeth Yakel. What do these individuals have in common? Each is a recipient of the Sister M. Claude Lane Award!

The Sister M. Claude Lane Award allows archivists of religious collections the opportunity to honor a fellow section member who has made significant contributions to the field of religious archives. The roster of recipients reflects the dedication, scholarship, and leadership our Section possesses.

This year we celebrate the 20th anniversary of the Sister M. Claude Lane Award. Nominations are being accepted for the 1994 Award to be presented September 8 at the SAA annual meeting in Indianapolis. Criteria for candidates include:

- Participation and leadership in religious archives organizations
- Contributions to archival literature that relate to religious archives
- Involvement and work in the Archivists of Religious Collections Section
- Evidence of leadership in a specific religious archives.

There are many among us who fulfill these criteria. Now is the time to acknowledge them.

Nominations for the Sister M. Claude Lane Award are being accepted. A nomination form is in the January issue of *Archival Outlook*. Additional information and forms can be obtained from Sharron Uhler, Colorado Springs Pioneer Museum, 215 Tejone Street, Colorado Springs, CO 80903, (719) 578-6650, fax (719) 578-0965 or Loretta Zwolak Greene, Sisters of Providence Archives, 4800 37th Avenue SW, Seattle, WA 98126, (206) 937-4600.

Loretta Zwolak Greene

From the Chair

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I have become more aware of the "stories" that are contained in the holdings which we preserve. I have also become more aware of the 'stories' we have as we travel through our profession—why we do what we do, how we entered into the field, where we hope to go, the successes and troubles we have experienced. From this experience I come to you with two specific requests for you to consider.

The first is to be sure that you are documenting lives of individuals within your institution and not just an organization in the abstract. As we grow and change as formal organizations it is because people like you and I are moving and working within a structure. Will our story be told?

The second is to encourage you to share your "story" with others. The experiences that you have acquired, the skills that you have developed, and the knowledge that you have obtained are very valuable to those just starting on the journey. I encourage you to participate in the new mentoring program which the SAA will be establishing. If you have need of help, please do not be afraid to seek assistance. If you have experience, please do not hesitate to share with others, just as those who led you on this journey first shared with you. This is an excellent opportunity for us to grow in our field and as persons.

I look forward to meeting with you in Indianapolis. See you there.

Russell L. Gasero

New Oral History Program

The Sisters of Providence, a Community of women religious founded in 1843 in Montreal, Canada, came to Vancouver, Washington Territory, in 1856. Led by Mother Joseph of the Sacred Heart, the Sisters established schools, hospitals, orphanages, and other social welfare institutions in the pioneer west. Today, the Sisters of Providence, Sacred Heart Province operate hospitals, manage care plans, schools, and low income housing in Alaska, Western Washington, Oregon, and California.

The history of the Community is rich. The Sisters of Providence Archives, Sacred Heart Province houses 2,500 linear feet of manuscripts, over 10,000 photographs, and myriad other media documenting the history of the Community and the Sisters' sponsored ministries. Recently, in response to a growing urgency to record the experiences of Sisters and others involved in the Providence mission, the Archives launched an Oral History program.

After a careful planning, the interviews are finally underway. Preparation was undertaken by a ten member Oral History Committee formed to define, plan, and launch the program. Committee members drafted lists of suitable narrators, interviewers, and topics to be covered and identified the most pressing interviews. In May 1993, the Committee attended a comprehensive Oral History Workshop in Vancouver, WA, conducted by Oral Historian Sharon Boswell, Ph.D., co-director of *Partners in Time*. The workshop covered interview techniques and the fundamentals of a program.

We seek to collaborate with members of the Archivists of Religious Collections Section engaged in similar oral history programs. We are currently in the process of developing accession and release forms. Please share your experiences and knowledge with us!

Sisters of Providence Archives
4800 37th Avenue Southwest
Seattle, WA 98006
(206) 937-4600

The Archives staff is most grateful for the abundant support and assistance it has received in undertaking this program.

Margaret Boland Gardiner
Assistant Archivist
The Sisters of Providence Archives
Sacred Heart Province

NHPRC Grant Awarded to Harvard Divinity School

The Andover-Harvard Library at Harvard Divinity School has received a \$46,182 grant from the National Historical Publications and Records Commission (NHPRC) to process the records of the Unitarian Universalist Service Committee (UUSC).

The collection of the UUSC, established in 1939, is a rich resource for historical research on ethnic, religious and political refugees in Europe before and during World War II, especially refugees of the

Holocaust and veterans of the Spanish Civil War. It also documents the later work of the UUSC to promote development in Africa, Asia and Latin America, as well as in poor rural and urban communities in the United States.

The one-year grant will commence on October 1, 1994. The Project Archivist is Timothy Driscoll, who will work under the direction of Alan Seaburg, Curator of Manuscripts at the Andover-Harvard Library.

Harvard Divinity School obtained the UUSC records in 1975 from the library of the Universalist Historical Society at Tufts University. The NHPRC grant will make possible the preparation of a descriptive register of them, and the creation of a management program for the archival storage of current and inactive records.

The UUSC project is the outgrowth of another NHPRC-funded project at the Andover-Harvard Library to process the archives of the Unitarian Universalist Association.

In 1911 the library collections of Harvard Divinity School and Andover Theological Seminary were combined at Harvard to form the Andover-Harvard Theological Library. The 445,000-volume collection constitutes Harvard University's research collection for Protestant and biblical studies. Its particular strengths include biblical studies, early New England theology, the liberal movement in American theology, ministerial records from the Unitarian Universalist movement, and the Paul Tillich Archive.

We want your news!

A NOTE FROM THE EDITOR

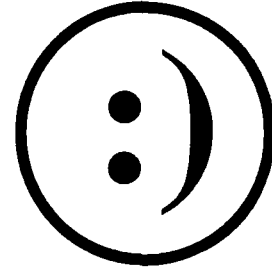
We want your news!

The Editor would very much like to receive your local news or local newsletter, items of special interest in your area, and comments on current or recent projects. This information can be of interest to many. We ask that you send in a paper copy of your news — we find scanning reliable and easy.

Mail your news to:

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The First Church of Christ, Scientist
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617/450-3500 FAX 617/450-3415

Next deadline for submission of articles is July 1.



See y'all in Indianapolis!

April 1994

The Society of American Archivists

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