



*Draft*

## CHURCH OF THE REDEEMER ARCHIVES

### RECORD GROUPS AND SERIES LISTING

#### RECORD GROUPS / SERIES

##### Record Group 100 Governance

- series 01 Administration and Governing Documents
  - s01.01 Articles of Incorporation
  - s01.02 Bylaws
- series 02 Diocesan Documents
- series 03 National Church

##### Record Group 200 Parochial Documents

- series 01 Parish Registers
- series 02 Records of Baptism, Confirmation, Weddings, and Death
- series 03 Transfers In / Out
- series 04 Service Books
- series 05 Parochial Reports

##### Record Group 300 Parochial Leadership

- series 01 Missionary / Priest-in-Charge / Rectors
  - s01.01 Biographical
  - s01.02 Correspondence
- series 02 Assisting Clergy
  - s01.01 Biographical
  - s01.02 Correspondence

- series 03      Deacons and Seminarians
  - s01.02 Biographical
  - s01.02 Correspondence

**Record Group 400    Parish Leadership and Ministries**

- series 01      Vestry
  - s01.01 Vestry Minutes
  - s01.02 Vestry Committees
  - s01.03 Campaigns
  - s01.04 Planning
- series 02      Christian Formation
  - s02.01 Youth Group and Programs
  - s02.02 Adult Groups and Programs
- series 03      Parish Ministries
  - s03.01 Women's ministries
    - s03.01.01 Women's Auxiliary Chapters
    - s03.01.01 ECW
    - s03.01.02 DOK
    - s03.01.03 St. Martha's Guild
  - s03.02 Men's ministries
    - s03.02.01 Brotherhood of St. Andrew
    - s03.02.01 Mens Group
- series 04      Worship Ministries
  - s04.01 Altar Guild
    - s04.01.01 Handbooks
    - s04.01.02 Membership
    - s04.01.03 Flower Guild
    - s04.01.04 Needlework Guild
    - s04.01.05 Vestments and Vessels
    - s04.01.06 History

- s04.02 Music Program
  - s04.02.01 Organists
  - s04.02.02 Concerts / Recitals
  - s04.02.03 Recordings
- s04.03 Worship Leaders

series 05      Events

- s05.01 Anniversaries
  - s05.01.01 50<sup>th</sup> Anniversary of Founding, 1954
  - s05.01.02 80th anniversary, 1984
  - s05.01.03 50 Years on Palm Avenue, 2000
  - s05.01.04 100<sup>th</sup> Anniversary, 2004
- s05.02 Celebrations
  - s05.01.01 400th anniversary KJB, October 2011
  - s05.02.02 Gillespie Celebration, 2011
- s05.03 Events
  - s05.01.01 Lecture Series
  - s05.01.02 Drama Productions and Musicals
  - s05.01.03 VIP Visits
- s05.04 Memorabilia

series 06      Parishioners

- s06.01.01 Founding Members
- s06.01.02 Members

**Record Group 500    Mission**

series 01      Mission Outreach

- s01.01 Mission Churches
- s01.02 Hispanic Ministry and Worship Service
- s01.03 Mission Trips

series 02      Community Outreach

- s02.01 Shelter Home
- s02.02 Thrift Shop

- s02.03 Day 4 Hope
- s02.04 Interdenominational Events
- s02.05 Donations and Grants

### **Record Group 600 Parish Operations**

- series 01 Staff
- series 02 Finance
  - s02.01 Financial Reports
  - s02.02 Audit Reports
  - s02.03 Bequest and Estate Records
  - s02.04 Memorial Records
  - s02.05 Legal
- series 03 Policies and Procedures
- series 04 Communications and Publicity

### **Record Group 700 Publications**

- series 01 Reports
- series 02 Directories
- series 03 Publications
  - s03.01 Newsletters
    - s03.01.01 Redeemer News
    - s03.01.02 The Pelican
    - s03.01.03 In the Beginning
  - s03.02 Books
  - s03.03 Outreach material
  - s.03.04 Service bulletins

### **Record Group 800 Property**

- series 01 Buildings and Grounds
- series 02 Blueprints, Renderings, and Schematics
- series 03 Deeds
- series 04 Art

**Record Group 900 Historical Documents**

**MSS collections**

**Visual and Audio Materials Record Groups**

**Artifacts**