



# CHURCH *OF THE* REDEEMER ARCHIVES

## RECORD GROUPS AND SERIES LISTING

### RECORD GROUPS / SERIES

#### Record Group 100 Governance

- series 01 **Governing Documents**
  - s01.01 Articles of Incorporation
  - s01.02 Bylaws
- series 02 **Diocesan Records**
  - s02.01 Diocese of Florida
  - s02.02 Missionary Jurisdiction
  - s02.03 Diocese of Southern Florida
  - s02.04 Diocese of Southwest Florida
- series 03 **Episcopal Church**

#### Record Group 200 Parochial Documents / Parish registrar

- series 01 **Parish Registers**
  - s01.01 Bound Volumes
  - s01.02 Records of Baptism, Confirmation,  
Weddings, and Death
  - s01.03 Transfers In / Out
- series 02 **Registers of Church Services**
- series 03 **Parochial Reports**

#### Record Group 300 Leadership

- series 01 **Clergy**
  - s01.01 Missionary / Priest-in-Charge / Vicars /  
Interim / Rectors
  - s01.02 Assisting and Retired Clergy
  - s01.03 Deacons
  - s01.04 Seminarians
- series 02 **Vestry**
  - s02.01 Vestry Members
  - s02.02 Vestry Minutes
  - s02.03 Vestry Committees
  - s02.04 Campaigns
  - s02.05 Planning

**Record Group 400 Parish Life**

- series 01 Worship**
  - s01.01 Altar Guild
  - s01.02 Music Program
  - s01.03 Lay Worship Ministries
- series 02 Christian Formation**
  - s02.01 Youth Groups and Programs
  - s02.02 Adult Groups and Programs
- series 03 Anniversaries, Celebrations and Events**
  - s03.01 Parish Anniversaries
  - s03.02 Celebrations
  - s03.03 Events
  - s03.04 Memorabilia - oversized
- series 04 Parishioners**
  - s04.01 Founding Members
  - s04.02 Members
- series 05 Visitors**
  - s05.01 Guest Registers
  - s05.02 Special Visitors

**Record Group 500 Ministries**

- series 01 Parish Ministries**
  - s01.01 Women's Ministries
  - s01.02 Men's Ministries
  - s01.03 Other Parish Ministries
- series 02 Mission Work**
  - s02.01 Mission Churches
  - s02.02 Hispanic Ministry
  - s02.03 Mission Trips
- series 03 Community Outreach**

**Record Group 600 Parish Operations**

- series 01 Staff**
- series 02 Finance / Business Manager**
  - s02.01 Financial Reports
    - s02.01.01 Budgets
  - s02.02 Audit Reports
  - s02.03 Bequest and Estate Records
  - s02.04 Memorial Records
  - s02.05 Legal
  - s02.06 Insurance
  - s02.07 Subject Files
- series 03 Policies, Procedures, and Organizational Charts**
- series 04 Communications and Publicity**

**Record Group 700 Publications**

- series 01 Reports and Surveys**
  - s01.01 Annual Reports
  - s01.02 Surveys
- series 02 Directories**
- series 03 Publications**
  - s03.01 Newsletters
  - s03.02 Books
  - s03.03 Outreach Material
  - s03.04 Service Bulletins
    - s03.04.01 Sunday and Holiday
    - s03.04.02 Evensong
    - s03.04.03 Requiem
    - s03.04.04 Weddings
    - s03.04.05 Special

**Record Group 800 Property**

- series 01 Buildings and Grounds**
  - s01.01 Church Buildings
  - s01.02 Parish Hall
  - s01.03 Educational / Sunday School buildings
  - s01.04 Grounds
  - s02.05 Rectories
- series 02 Blueprints, Renderings, and Schematics**
- series 03 Legal Records**
- series 04 Construction Records**
- series 05 Art**

**Record Group 900 Historical Records**

- series 01 Sarasota**
- series 02 Parish histories**
- series 03 Archives**
- series 04 Historiographer**

**MSS collections**

**Visual and Audio Materials Record Groups**

**Artifacts**