

Sample Records Groups
ST. JAMES EPISCOPAL CHURCH, Oakland, CA

Records

Group Origin and content

- 1 Records of the parish corporation (or, mission organization)
 - A. Basic documents
 1. Articles of Incorporation
 2. By-laws
 3. Tax exemption certification(s)
 - B. Annual meeting records
 - C. Annual parish reports
 - D. Other documents relative to the corporation
 - E. Property documents
 - F. Membership records
 1. Directories
 2. Individual membership records
 - G. Documentation of major donations
 1. Amy Smallman
 2. Jane Jackson
 3. Edward Albert Hanrahan
 - H. Documentation of Memorial Donations (as for permanent things such as stained glass windows, chalices, vestments, etc.)
- 2 Vestry Records
 - A. Minutes and related documents
 - B. Extant committees of the vestry
 1. Buildings and grounds
 2. Finance
 - C. Defunct committees and projects of the vestry
 1. Parish Consultancy, 1987
 2. Painting contract, 2010-2011
 - D. Vestry correspondence
 - E. Specialized funds which are not under the control of the Treasurer (e.g., endowment, building, etc.)
 1. Emergency Food Pantry
 2. Building Fund
- 3 Records of the Treasurer
 - A. Operating funds
 - B. Investments
 - C. Other funds maintained by the Treasurer
- 4 Office records
 - A. Clergy with cure
 - B. Other clergy
 - C. Other offices

[These might include a business manager, youth minister, coordinator of pastoral ministries, etc.]

- 5 Applicants for Holy Orders
- 6 Personnel records
 - A. Clergy
 - B. Laity
 - 1. Paid employees
 - 2. Volunteer employees
 - 2.1 Seminararians
 - 2.2 Musicians
- 7 Worship-related records
 - A. Altar guild
 - B. Acolytes
 - C. Layreaders
 - D. Sunday bulletins
 - E. Canonical records books
 - F. Worship committee
 - G. Liturgical publications
 - H. Korean language services
 - I. Spanish language services
- 8 Music program records
 - A. Director of music
 - B. Musical groups
 - 1. Choir
 - 2. Junior Choir
 - 3. Musical group
 - C. Records on instruments (e.g., organ)
 - 1. Andrews organ (permanent)
 - 2. Organ on permanent loan
 - 3. Music computer
 - D. Special musical events
- 9 Christian education records
 - A. Director of religious education
 - B. Sunday school
 - C. Continuing adult education program
 - D. Special events
- 10 Committees, commissions, task forces and other organizations (could include a school)
 - A. Extant groups
 - 1. Youth Group
 - 2. Women's group
 - 3. Men's group
 - 4. Evangelism committee
 - B. Defunct groups

1. Episcopal Church Women

11 Social ministries [which are not operated by committees, commissions, or other groups]

A. Emergency Food Pantry

12 General congregational publications

A. Newsletter(s)

B. Tracts and other public material

13 Information about the congregation from sources outside the congregation

A. Church publications

B. Secular press

C. Diocesan Records

14 Special events and all-congregation programs

A. Sister Parish relationships

1. Multiple sites

2. St. Thomas Chapel, Johnsonville, Liberia

3. Cuba

4. San Bernabe, Puerto Barrios, Guatemala

B. Kids 2 Cuba

C. Volunteer Painting the Church

D. Sri Lanka Mission Project

15 Book collection

[NOTE: this is not designed for a congregational library, but rather for books related to archival purposes and materials, diocesan and/or congregational histories, local history books which place the congregational history in its context, etc.]

16 Architectural materials (incl. buildings and grounds)

A. General property matters (including landscaping)

B. Church building

C. Lattimore House

D. Rental house

E. Stained glass windows

17 Photographic and illustration collection

[NOTE: the photographs are organized chronologically, and in some cases a single file is devoted to a particular event, and the file folder is so marked.]

18 Reminiscences of parishioners and clergy (oral and written)

19 Charts and maps

20 Artifacts and ephemera