

Section B:

**THE HISTORICAL ARCHIVES:
PROGRAMS AND OUTREACH**

Dr. Robert Reymond, professor of Systematic Theology at Covenant Seminary, likes to illustrate the power of prayer with a story about one of his sons. It seems the lad needed a large rock for a backyard construction project. He found just the thing. His problem was how to get the rock from where it was to where he wanted it to be.

Dad watched the boy work up quite a sweat as he pushed and pulled and tugged. Then he wandered over and asked, "Are you using all the strength you have?" The red-faced, tuckered youngster was quite sure he didn't have an ounce of effort that wasn't in use.

"Have you thought of using my strength too?" the father gently asked.

The story convicts us of our failure to approach God. It also should challenge us to use one of God's greatest gifts to us as the Church of Jesus Christ--one another.

The goal of programs of the PCA Historical Archives is to create a sort of savings account for the denomination and its local churches. Individuals, churches, denominational committees and offices must deposit effort and church histories into the Archives so there will be resources to use. Prayer, time, and money must be invested as capital stock.

The investments will build an increasing reserve from which we can withdraw in:

- Ideas and techniques for building on the past and present for our future.
- Sources of our heritage to share.
- Lessons of our past from which we can learn.
- Role models of faith to challenge in a day when models of faith are scarce.
- The witness of deeper Biblical insights and discipline for a generation used to surface understanding and ecstasy.

On following pages are program descriptions. Their purpose is to set reachable goals and make practical, creative, and understandable ways to help the Archives fulfill its task.

ARCHIVES PROGRAMS/OUTREACH, page B-2

Programs that have been developed, or which are on the drawing board, are described on the following pages. They are:

- Adopt-A-Collection
- Records Management
- Volunteers in Presbyterian History (VIP-H)
- Volunteer Archivists
- Oral History
- Microfilm Services
- PCA Archives News
- Teaching Elder Biography
- Idea Exchange
- Workshops and Consulting Services

Adopt-A-Collection

Processing collections is an expensive effort, and the PCA Archives is very happy to have about one-fourth of its collections processed and virtually all of its 1,000 cubic feet of holdings in acid-free storage boxes.

This accomplishment has been possible partly because of exceptional student workers and volunteers. Few archives are able to use such staff for the technical details of records processing. Assessments from a few PCA committees have paid for work on their records. Donations have helped.

The Archives' objective is to have at least two-thirds of its collection processed by the end of 1990. "Two-thirds in two years" will not be possible without donations over-and-above those for operating expenses which can be earmarked for collections. An average of 20 to 30 hours of staff time is required for each cubic foot of records. Including necessary copying and acid-free supply expense, the cost is about \$150 a cubic foot.

The "Adopt-A-Collection" program takes a cue from several zoological societies who reason that it is more interesting to donate money for one animal than for the general needs of the organization. The Archives version of this approach is to:

- Set up funds for important projects. This includes personal papers already noted, RPC, ES agencies, and the PCA Stated Clerk files. A goal will be set for each fund.
- List these funds and their status in each issue of the PCA Archives News.
- Draw from the funds when enough is collected to make a dent in the work on that project.
- Give updated reports to donors on the development and use of their collection.

Records Management Program

Both agencies and local churches may find the records retention schedule on page B-4 a help in determining when files are needed and when they should be transferred to the PCA or church Historical Archives for processing and storage. The schedule is based on normal management practice, except where records might have permanent documentary value to record PCA work.

It is important that administrators and office personnel have ready access to needed files. It also is vital to clear away unneeded files which hamper efficiency. Continual interfiling in a dated system or filling boxes or cabinets with unused materials is poor stewardship of time and energy.

We suggest that non-computerized files be transferred to the Archives if you refer to them no more often than three or four times a year. Send a request for records transfer to the office of the Stated Clerk. The transfer will be handled as soon as is possible.

Computer hard copy may be sent to the Archives in lieu of discs and tapes since the Archives does not have retrieval capability for computer records.

If possible, records awaiting transfer should be kept in the cabinets or boxed in their original order. Carefully label each box with a designation of what is inside to help in accessioning. Complete the Records Survey Form in the Forms Section of this guide. Send a copy with the shipment.

As records are received and accessioned in St. Louis an initial inventory is prepared. Keep this record for reference until you receive a final inventory. The final inventory will give a complete description of each file and its location.

Priority is given to processing of agency records for which the Archives has received a processing assessment. Other records are stored in their original order in acid-free boxes for processing as time and funds permit. Reference requests may be made on processed or unprocessed collections by authorized personnel.

To access files refer to your inventory or describe what is needed by letter or telephone. Note whether you need information, copies, or originals and the speed required.

Remember that access to some files is restricted by that department, and all personnel and medical records are restricted for a time. Have the department director's written authorization if speedy access is required.

ARCHIVES PROGRAMS/OUTREACH, page B-4
 Records Management Program:
 Records Retention Schedule

Accounting and Fiscal

Accounts Payable/Receivable	P	Donor Records	P
Balance Sheets	P	Drafts paid	8
Bank Statements/Reconcilements	P	Estimates/Projections	P
Budget Work Sheets	P	Expense Reports*	5
Cash Receipts/Disbursements	P	Financial Statements (cert.)	P
Cash Sales Slips	3	Financial Statements (period)	P
Cash Slips	3	Fixed Capital Records	P
Check Records*	7	General Journal/Supporting	
Check Register	10	Records	P
Checks, Voucher	6	General Ledger	P
Checks, Warrant	P	Payroll Register	P
Correspondence, Accounting	P	Property Records	P
Cost Account Records	P	Trial Balance Sheets	P

*Reviewed and selected sample saved as permanent record of accounting methods and events within organization.

Administrative

Audit Reports/Documentation	P	Research/Development	P
Correspondence (all types)	P	System/Procedure Records	P
Inventory	O	Telegram/Telephone Records	P
Marketing/Advertising	P	Purchasing	O

Corporate, Denominational

Annual Reports	P	Incorporation Records	P
Appropriations	P	Meeting Dockets/Minutes	P
Capital Stock Records	P	Policy Statements/Handbooks	P
Charters, Constitution, Bylaws, Amendments	P	Publications	O
Contracts	P	Research Reports/Notes	P
Election Records	O	Sermons/Speeches	P

Legal

Affidavits	P	Copyrights/Trademarks	P
Charters	P	Mortgages	O
Claims/Litigation	P		

Personnel/Insurance

Accident Reports/Claims	P	Employee Earnings/Paychecks	P
Applications for Employment	P	Employee Service Records	P
Attendance Records	6	Evaluations	O
Claims, Hospital/Health/Life	P	Field Reports	P
Correspondence	P	Withholding, Tax Information	8
Disability/Sickness Benefits	8*	Workmen's Compensation	10
Employee Allowances/Expenses	P		

*Some reports optional or duplications.

P: Permanent Records; O: Optional

Volunteers In Presbyterian History (VIP-H)

Overall Objectives:

The Volunteers In Presbyterian History Program is sponsored by the PCA Historical Archives to recruit and involve members of the Presbyterian Church in America in their American Reformed heritage and in the ministry of the Archives.

VIP Historians will work in their own geographical areas as representatives for the PCA Archives. This will allow churches and the Archives a contact person through whom help might be given. The VIP Historian would not have to know all the answers. He or she would know where to get them.

Their task will be to encourage appreciation of God's providential care of His people in America and to promote historical literacy so more church members. . .

- understand who they are and the faith they share;
- are challenged to confession and diligence by the lives of men and women who came before them;
- may be comforted and warned by the failings and frailties of those God has chosen to use;
- proclaim to their generation and to future peoples God's mighty acts and patient guidance as He moves history to its climax.

Specifically, VIP-H regional representatives or historians will work to:

- Stimulate interest in the collection and preservation of materials significant to the story of the PCA and groups from which it arose.
- Encourage churches and presbyteries to take an interest in seeking correspondence, photographs, minutes, records, oral histories, and other items worth preserving.
- Help church and WIC historians to write informative, useful histories.
- Pass on to the Archives ideas for projects and services and areas where services need to improve.
- Keep their areas better informed about the PCA Archives and its work.

Possible Activities for VIP historians:

1. Identify and talk to church/WIC historians, finding out if they feel confident in their work, need help and are receiving what they need from the Historical Archives. The name and address of the VIP historian will be given to area churches as a resource.

2. Keep a small quantity of acid-free paper, handbooks and brochures for area churches and presbytery.

3. Show slide-tape presentations on church history and "how-to" tapes on research techniques, preserving documents and photos, making an oral history, planning church celebrations and other subjects. The Archives hopes to have a series of these, with simple guide books. The series could be used over a few weeks or in a one-day workshop. The VIP historian would learn something about the subject areas, to be able to help present material, show examples, and answer questions.

4. Look for persons who should be interviewed or who have papers that ought not be lost. The VIP historian can conduct the interview or recruit someone else to do it, possibly transcribing the tape. Alerting the Archives of the death or retirement of persons who have files that should be kept is also important.

5. Remind churches and WIC groups to appoint historians and suggest that they have minutes and important documents kept at the Archives or copied before they are lost or destroyed. If churches or WIC groups do not have historians, see who might be interested and approach the group with that person's permission.

6. Ask sessions or WIC groups to allow special offerings or include the Archives in budgeted benevolences. Copies of the 1985 WIC Love Gift slide-tape presentation are available to show. The VIP historian may also suggest creative ways to help.

7. If convenient, VIP historians might visit Presbyterian centers at Montreat, N.C., or Philadelphia, Pa., to tour and research their areas. In some areas they might encourage church WIC and youth groups to travel to nearby Presbyterian historical sites for a field trip. The Archives can give information to make the trip more interesting.

8. Recruit area historians or church historians (at a college or seminary) to speak at churches. Encourage churches to use ideas from the Historian's Handbook.

9. Write an occasional newsletter for area churches.

You may have other or better ideas of things to do. Contact the Archives if you are interested.

Volunteer Archivists

Volunteers have been vital to continuation of the PCA Archives, and one objective for the future is to expand this effort and look for ways volunteers can help who live outside the St. Louis metropolitan area.

On-site volunteers are being sought from area churches to help with routine sorting, typing, copying and other duties. Most work in the Audio-Visual department is done by volunteer workers. Are current volunteer workers range in age from 12 to senior citizens. Some who are familiar with the recent history of the PCA have been allowed to process collections under supervision. This is almost never possible in archives work, so we are understandably proud of those who have spent long hours helping us.

Those who live outside St. Louis may participate in the VIP-H program already described. They may assist more directly in the Oral History Program, as noted below. Anyone driving to the Midwest can provide a great service by transporting boxes from church agencies in Atlanta (or from a church wishing to have records stored in the Archives) to St. Louis.

Anyone interested in being a volunteer is invited to contact Mrs. Starnes or Mr. Ingram at the Archives.

Oral History

At its inception the PCA Archives made a commitment to provide a library of taped interviews with persons who have made significant contributions to the church, or who know pieces of our history and culture that are in danger of being lost. Such a program remains of extreme interest, though little staff time can be allocated to it.

Oral history is a primary way people within the PCA can help the Archives fulfill its role. Taped interviews now on file in St. Louis need to be transcribed by typists who are fairly fast and accurate. Volunteer transcribing can be done in spare time at home and is an interesting way to learn from the eye-witness accounts of church fathers.

Oral history interviews are also needed. There likely are people in your area who should be taped now. Preparing for an interview requires finding areas the person can describe, reading in those areas, and preparing a series of questions. In quiet surroundings, using a cassette audio recorder, the interviewer directs the person through memories of the past.

Microfilm Services

Late in 1988 the PCA Archives plans to begin microfilm services through the Presbyterian Study Center/ Office of History at Montreat, NC, for presbytery and session minutes and important records.

The most important preservation step a congregation or presbytery can take is to copy minutes no longer in use and place originals in archival storage. The master microfilm is kept in a vault, fragile originals are securely stored, and the church or presbytery has an easy-to-store copy which can be replaced. Microfilm can be read on machines available at libraries, and most readers now equipped to make usable copies of pages as needed.

At this writing a final agreement between the two agencies has not yet been approved, but microfilming can now be arranged. The price for reproduction is 10 cents/frame or about five cents a page. To estimate the cost of such a project for your church, count the number of pages to be reproduced, multiply by 5 cents and add the charge of postage costs. More information will be published in the Fall, 1988, PCA Archives News.

The Newsletter

The PCA Archives News is the Archives' primary medium to update the public about the organization.

Two issues are produced a year, in May and November. The PCA Archives News is mailed to every PCA teaching elder by name and through a generic list to all clerks of session and church historians. Anyone not receiving a copy should contact the Archives. There is no charge for receiving the publication.

In addition to general news about the Archives, the newsletter publishes articles on the church and helpful ideas. Anyone wishing to include news should contact the acting director of the Archives.



Books show churches' diversity

Two PCA churches are telling their stories in print. Both recently published autobiographies of their founders.
A History of the Lenoirville Presbyterian Church, Lenoirville, Pa., and Reedy River Presbyterian Church: A Centennial Celebration, from Reedy River P.C. in Columbia, S.C., are from

different parts of churches. They began in different eras and cultures. The books also differ in format and purpose. Yet, they share a common and many struggles of growth.

As the title of its history suggests, Reedy River Church was organized as a P.C.U.S. congregation on Saturday, March 12, 1837, in a rural area near Greenville, S.C. Greenville's first Presbyterian church was established in 1662.

**REEDY RIVER PRESBYTERIAN CHURCH:
A CENTENNIAL CELEBRATION**

Reedy River began Reedy River to serve a developing mill industry community. During its early years it was pastored by John M. Ross, D.D., minister at First P.C., Greenville. When he went to the pulpit the church met for Sunday school and adjourned to other local congregations for morning worship. A man in an old Methodist Church until a sanctuary could be built.

While Reedy River Church was planned according to presbytery plan, Lenoirville P.C. was founded by the vision of one young minister in 1756. James Leslie Ramsay gathered the first core group at an ice cream stand at Lenoirville. Dr. Richard Gray, pastor of Calvary P.C., an unofficial body interested in church extension, visited in the west. Some 100 were present for the first worship service on Oct. 31, 1836, and the congregation numbered 41. It met in a day school chapel that had been converted by the Baptists.



Lenoirville Church eventually joined the Reformed Presbyterian Church in North America, General Synod. As part of that group it assumed the identity of the Reformed Presbyterian Church, Evangelical Synod, and finally the Presbyterian Church in America. During its life it gave its members and joined to meet church extension efforts, and world missions programs. It guides nearby secondary students.

Both church histories were produced by congregational committees with one person responsible for research and writing. As Lenoirville Clerk Hathaway divided his church's history into periods of growth and wrote in a personal style. The discipline committee kept close by watching details about and methods. It gives a broad overview suitable for introducing newcomers to the congregation. It is professionally type-set.

Reedy River's outreach was done primarily by the Rev. Kenneth Gray over two years. It is a much longer, more detailed account, and its motivation was the church's growth. It is to be a legacy for the church members and the
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TEACHING ELDER BIOGRAPHY PROGRAM

An important way church historians can assist the PCA Historical Archives is through our effort to collect the papers and life information of men who have retired from the ministry. We are even more zealous to save this information for deceased pastors.

There is a natural feeling by pastors that their papers have little value, and that few will be interested in their accomplishments. People will be interested for a variety of reasons. Some may not seem worthy reasons to invest time and space in past men. But think for a moment of the potential:

--**Evangelistic.** Many of the researchers have left the faith of their fathers. In their work they are confronted with the life and faith of men they want to respect. They may come to search for a Lord as they search for their great grandfather. A pastor who saves his life story is leaving a covenantal note to his descendants. Researchers also are a primary mission field for the Archives staff. Some we will reach in no other setting.

--**Apologetic.** Most issues we have faced in our churches have been around in some form for hundreds of years. There is a good chance they will come up again while the Lord tarries. In the files of pastors is their searching of scripture, their triumphs, mistakes, and often the cost of their discipleship. These can be important apologetic resources for the future church.

--**Historical.** We can go to records and find information about events. It is difficult, however, to see how ideas, decisions, rulings, and programs translated in action. People will ask how pastors fared in their every day lives and ministries. Through these accounts we will better plan for future ministry.

The Archives program has two thrusts.

1. The Archives seeks to compile a Biographical Record survey on as many PCA as possible and on selected PCUSA and PCUS teaching elders. This form is reproduced in the Sources and Resources Section.
2. The Archives also is looking for correspondence, files, notes, sermon tapes and memorabilia from men who have been significant in the church and also seek pastors, teachers, professors, and missionaries who may not seem significant but who have been part of the Gospel ministry to their generation.

ARCHIVES PROGRAMS/OUTREACH, page B-10
TEACHING ELDER BIOGRAPHY PROGRAM, continued

We will not accommodate the files of every pastor, but now the Archives hopes to add to its files. We need the help of church and presbytery historians and others who are interested to:

1. Send to the Archives the names, addresses and telephone numbers of retirees and of widows and children of men who have died.
2. Copy the enclosed form and ask retired teaching elders or family members of deceased ministers to complete it. Wait until time has passed to approach family members of the deceased. With elderly and infirm men volunteer to interview them and fill it out for them. Tape the interview as an oral history.
3. Make an oral history tape of memories and descriptions of life by these men and their wives. If a typist is available, a transcription sent to the Archives with a copy of the tape would be most helpful.
4. Encourage these men and heirs to send their papers to the Archives. Copy a Donor Agreement Form from the Forms section, or a Loan Agreement Form if preferred, complete and send it with the papers. Collections will be kept under the name of the teaching elder. We will try to abide by restrictions the person or his family may note on the form.
5. Ask teaching elders to make a provision in their wills for disposition of their papers, donating them to the PCA Archives.

CONSULTING SERVICES

Archives staff will research and answer questions. A two-hour time limit for each question is imposed to conserve staff time. Those who need more time may hire a researcher. Graduate students are available for work at a relatively-low hourly charge. Consulting services are also available through the Archives on publication design and production.

Paul Ingram, acting director, will conduct seminars and workshops for church and presbytery groups. The cost of these presentations is travel and lodging expenses. Workshop and seminar programs will use this handbook and can be changed to accommodate wishes of participants. In general the program will involve hands-on church research techniques, preservation skills and information about American Presbyterian history