

The Church Historical Society

The archives and library of the Church Historical Society serve the Episcopal Church by preserving all official documents and papers of the General Convention and its commissions, committees, agencies and boards, and of the Executive Council. In addition, they contain valuable materials in the form of the unpublished papers of bishops, other clergy, lay persons and voluntary associations which have given leadership and direction to the Church throughout its history.

The collection is an indispensable resource of knowledge of the life and mission of the Church. Dr. Nelle Bellamy is the Archivist.

The Board of the Church Historical Society, at the request of the General Convention, has assumed responsibility for the care and management of the archives and its library.

The Society also publishes a quarterly *Historical Magazine* which makes available studies of the history of the Church and its achievements as well as inventories of the archives. The editor is the Rev. Dr. John F. Woolverton.

The General Convention through its budget supports the archives. The Historical Society assumes fiscal responsibility for the *Historical Magazine*.

A. MEMBERSHIP

The Rt. Rev. Scott Field Bailey, Bishop of West Texas, serves as President of the Board of the Society. Board members are the Rt. Rev. John M. Krumm, the Rev. Canon Thomas E. Jessett, the Rev. N. W. Rightmyer, the Rev. Roland Foster, the Rt. Rev. Gerald M. McAllister, the Rev. John F. Woolverton, the Rev. J. Carleton Hayden, Dr. Charles R. Lawrence, Mr. Paul Ward, the Rt. Rev. John M. Allin, the Rev. James P. Gundrum, Dr. Nelson R. Burr, the Very Rev. C. Preston Wiles, Dr. Fredrica Thompsett, the Rev. J. Robert Wright, Dr. David Gracy, Dr. Stanford Lehmborg, the Rev. Charles F. Rehkopf, the Very Rev. Gordon Charlton, the Rev. Frank Sugeno, and Dr. Nelle Bellamy.

B. REPORT OF THE ARCHIVIST

The 66th General Convention of the Episcopal Church took the following actions concerning the archives:

TITLE I.

CANON 1.

Sec. 5. The General Convention shall designate a repository for its Archives, those of the Executive Council, and other historical records connected with the life and development of the Episcopal Church, and shall provide financial support to arrange, label, index, and put them in order, and to provide for the safe-keeping of the same in some fireproof, accessible place of deposit and to hold the same under such regulations as the General Convention may, from time to time, provide.

Sec. 6(a). The House of Deputies, upon the nomination of the House of Bishops,

shall elect a Presbyter, to be known as the Registrar of the General Convention, whose duty it shall be to receive all journals, files, papers, reports, and other documents or articles that are, or shall become, the property of either House of the General Convention, and to transmit the same to the Archives of the Church as prescribed by the Archivist.

Resolution:

Resolved, the House of _____ concurring, That the Historical Society of the Episcopal Church shall be the custodian of the Archives of the Episcopal Church and the Board of the Society shall be the Board of the Archives. This Board shall report to the General Convention according to General Convention procedures on the funds received from the General Convention for the custodianship of the Archives.

The Joint Committee on Program, Budget and Finance allotted the following monies for 1980-82:

Archives Operating Expenses	\$233,150.00
Feasibility Study (1980)	12,000.00

The administrative budget of the Executive Council provided the following amount to assist in the arranging of Executive Council records:

\$45,000.00 for 1980-82

The 1980-82 budget expanded the overall task of the Archives:

- I. The operating budget reflected this in provision for:
 - A. Additional staff.
 - B. The possibility of keeping current on records arrangement and decreasing the backlog of archives.
 - C. A microfilming program for all of the records of the Church.
 - D. A records management program for the General Convention and Executive Council offices.
- II. A one-year grant for 1980 funded a feasibility study for an Archives building.

This report will examine the work of the Archives in 1979-81 according to the provisions in the present triennial budget.

BUDGET PROVISIONS (I ABOVE)

A. Additional Staff

The present staff consists of:

V. Nelle Bellamy, B.S., M.A., Ph.D., D.D.—Archivist/Historian
Elinor S. Hearn, B.A., M.A., M.L.S.—Assistant Archivist
Steven Perry, B.A., M.A., M.Div., M.L.S.—Librarian
May Lofgreen, Associate Degree in Secretarial Sciences—Administrative Secretary and Bookkeeper

The Rev. Mr. Perry is a new staff member and Mrs. Lofgreen became full-time in June 1980 (the Historical Society purchases 10 hours a week of her time from the Archives).

Mrs. Hearn arranges archives, is in charge of the search room, and assists researchers. She also replies to research requests through the mail. The Rev. Mr. Perry is a librarian, but will spend the largest amount of his time with archival arrangement. Mrs. Lofgreen, in addition to secretarial and bookkeeping tasks, also works with archival materials.

Staff Services

The regular staff has answered 532 mail research requests and made 294 referrals to other depositories. 99 researchers have used the records. 65 were engaged in small research projects, including 33 Seminary of the Southwest students. 34 researchers were involved in substantial projects. These latter were:

- Prof. Gary C. Anderson*, University of Arkansas. Project: Indian missions and missionaries to the Indians.
- Prof. Randall K. Burkett*, College of the Holy Cross, Worcester, MA. Project: Black Episcopal Churchmen in the 20th Century.
- Elizabeth Carrell*, Doctoral candidate at the University of Texas. Project: Women in social reform influenced by Father Huntington.
- Dr. Lucy M. Cohen*, Catholic University, Washington, D.C. Project: Chinese Experiments in the Lower South during Reconstruction.
- Dr. David M. Dean*, Frostburg State College, Frostburg, MD. Project: Biographical study of the Rev. Hudson Stuck, missionary and explorer of Alaska.
- Mary S. Donovan*, Ph.D. Candidate, Columbia University, New York City. Project: Women Workers in the Episcopal Church, 1850-1920.
- Linda Fischer*, Ph.D. Candidate, University of Texas. Project: The Geographic History of 19th century Episcopalian Missionary Influence in Brazil.
- The Rev. Dr. Roland Foster*, General Theological Seminary, New York City. Project: The Role of the Presiding Bishop.
- Prof. Donald Gerardi*, Brooklyn College, City University of New York. Projects: A Study of the Anglican Clergy in America from the Great Awakening to the Revolution, and A History of St. Luke's Church in Greenwich Village, New York City.
- Deborah M. Gough*, Ph.D. Candidate at the University of Pennsylvania. Project: The Church of England in Philadelphia 1695-1795.
- The Rev. Charles R. Henery*, St. George's Church, Schenectady, N.Y. Project: The Influence of Bishop Hobart on Missionary Policy and Development in the Diocese of New York.
- J. Parker Jameson*, Senior at ETSSW. Project: The History and Development of Religious Education Materials in the Episcopal Church.
- Dr. Clara Childs Mackenzie*, Independent Researcher and Writer. Project: A Biography of John Fredson (protege of Hudson Stuck) of Alaska.
- The Rev. J. Patrick Maitrejean*, Th.D. Candidate at the Graduate Theological Union, Berkeley, CA. Project: A History of the Missions of the Episcopal Church in Latin America.
- Lisa R. Malone*, Undergraduate student at Austin Community College. Project: The History of the Protestant Episcopal Church in the Confederate States of America.
- Prof. Kenneth Margo*, The American School, Cochabamba, Bolivia. Project: Research on the Rt. Rev. Samuel J. I. Schereschewsky.
- James D. McBride*, Ph.D. Candidate at Arizona State University. Project: A Biographical Study on Henry S. McCuskey who was active in Arizona in the areas of labor, industrial relations and politics from 1912 to 1967.
- Wendy Merola*, University of Texas Honors Senior. Project: Medical Missionary Work in China.
- Robert Bruce Mullin*, Graduate Student in the Department of Religious Studies, Yale University. Project: Theological and Social Trends in the Episcopal Church in Ante-bellum New York.
- Richard Neubert*, Graduate Student in the Department of History, University of Texas. Project: The Indians and Eskimos of Alaska (1886-1920) from the Point of View of Episcopal Church Missionaries.
- Mark D. Norbeck*, M.A. Candidate, University of Texas at El Paso, TX. Project: M.A. Thesis on The Protestant Episcopal Church in the Philippine Islands 1898-1917.
- John R. Oldfield*, Ph.D. Candidate at Cambridge University, England. Project: Black Leaders in 19th century Urban Communities of the Northern States, especially the Rev. Alexander Crummell.
- Mrs. Lucie C. Price*, Independent Researcher, Austin, TX. Project: Research on Dr. J. C. McCracken, Missionary to China.
- Prof. Ronald L. Ramsey*, North Dakota State University. Project: Episcopal Church Architecture in North Dakota, South Dakota, Minnesota and Montana.
- The Rev. Jorge Rivera*, Historiographer for La Iglesia Episcopal Puertorriquena. Project: The History of Mission Work of the Episcopal Church in Puerto Rico.
- Terese Romero*, M.A. Candidate at the University of Texas. Project: The Role of Religion in Women's Lives in the Southern States 1800-1850.
- Prof. Thaddeus A. Schnitker*, University of Muenster, West Germany. Project: The Liturgical Reforms of the Episcopal Church and the Lutheran Churches in the United States with special consideration of those of 1978 and 1979 respectively.
- Brother Dennis Sennett*, S.A., Friars of the Atonement Archives, Graymoor, Garrison, N.Y. Project: The Order of the Holy Cross from Father Huntington to Father Sargent.

John R. Sillito, Archivist, Weber State College, Ogden, Utah. Project: Research on the Rt. Rev. Franklin S. Spalding and the Rt. Rev. Paul Jones for a Study on Christian Socialism in Utah, 1900-1920.

William E. Simeone, Independent Researcher, Anchorage, Alaska. Project: The Location and Listing of Photographic Records of the Athapaskans in Alaska.

Alan Teller, Photography researcher at the Field Museum of Natural History, Chicago. Project: A Photographic Study of Eskimo and Northwest Indian Hunters and Fishermen.

The Rev. John F. Tulk, Archivist for the Episcopal Diocese of Idaho. Project: A History of the Diocese of Idaho.

Nell Wing, Archivist for Alcoholics Anonymous. Project: A History of Alcoholics Anonymous.

Prof. John H. Winkelman, State University of College of Arts and Science, Geneseo, N.Y. Project: The Introduction of American Library Practices into Modern China, largely through the work of Mary Elizabeth Wood of the Episcopal Church Mission.

In addition to the above we had two diocesan historians using the Archives for research for histories of their dioceses. They were: Dorothy Jacoby, Diocese of Dallas and Dorothy Ryan, Diocese of West Texas.

Two extensive research projects were done by the Archives for:

The Smithsonian Institution, Washington, D.C.—locating material for use in their new 20 volume *Handbook of North American Indians*.

The United Thank Offering Office at the Episcopal Church Center in New York—locating material for use in *Thankfulness Unites, The History of the United Thank Offering* by Frances M. Young, 1979.

The Archivist has met with diocesan archivists in the New York City area, has prepared guidelines for retention and destruction of current records in diocesan offices (see I.D.—Records Management), is serving as a Consultant for the Order of St. Helena to assist in establishing an archival program for the Order, is a Consultant and on the Advisory Board for the Women's History Project, has presented two papers at annual meetings of the Society of American Archivists, and has served as chairperson for the Awards Committee of the Society of American Archivists in 1981.

B. Records Arrangement

The rationale for a larger budget was to provide adequate staff to keep reasonably current in arranging records that come from the General Convention and the Executive Council, and if possible decrease the backlog.

1. Records Received: 1979-1981

Two shipments from New York have been received during this triennium, October 1979 and February 1981, containing archival records of the General Convention and the Executive Council.

They included:

Records of the Joint Commission on Church Architecture and the Allied Arts, 1941-1968, 1 carton; *The Book of Canticles, Church Hymnal Series II*, 1979; *Hymns III, the Church Hymnal Series III*, 1979; Records of Committees and Commissions in re preparation for General Convention 1973; Minutes of the Meetings of the House of Bishops, China 1912-1943, 1 reel, positive, 16 mm microfilm; additions to the Roanridge Records, 2 folders; Windham House Records, 2 file drawers and 1 carton; Administration Records, 4 file drawers; Ecumenical Office Records, 1 file drawer; Christian Social Relations Records, 1 file drawer; Presiding Bishop's Records, 4 file drawers; Communications Office Records, 1 file drawer; Communications Office Records: Tapes, 9 cartons; St. Augustine's College, Canterbury Records, 1 file drawer; Women's Records, B.L. Stevens, ½ file drawer; Research and Field Study Records, ½ file drawer; Long Range Planning/Staff Program Group Records, 3 file drawers; National and World Mission Records, 12 file drawers; additions to Forward Movement Records; General Convention Records, 3 file drawers and 8 cartons; Communications Office: Broadcasting Representative Records, 16 mm films (15 films on 16 reels), 3 cartons; Standing Liturgical Commission Records, 17 file drawers; Board for Theological Education Records, 5 file drawers; Overseas Exchange Visitors

Records, 6 file drawers; Bicentennial Records, 2 file drawers; U.T.O. Records, 7 file drawers; G.D.W.W./Task Force on Women Records, 4 file drawers; Lay Ministries Records, 1 file drawer; Joint Educational Development and United Ministries in Public Education Records, 1 file drawer; G.C.S.P. Records, 4 file drawers; Finance Department Records, 1 file drawer; A.C.I.N. Records, 5 file drawers; Overseas Department Records, 2 file drawers; Overseas Jurisdiction Records, 1 file drawer; Minutes of the Interim Bodies of the General Convention: State of the Church, Theological Education, Ecumenical Relations, Metropolitan Areas, Structure of the Church, Stewardship and Development, Church Music, Church in Small Communities, 1980, from Office of the Presiding Bishop, 1 carton; World Mission in Church and Society Records, 1 carton; *Journal of the General Convention 1979* and the *Constitution and Canons, 1979*.

Archival records from other sources:

Joint Commission on Church Music Records from the Rev. F. A. Williams, 1 carton; Bishop William White's List of Consecrations and Ordinations, leather bound, manuscript, presented to the House of Bishops by his son, Thomas White on October 2, 1844, from the library of Episcopal Divinity School; Index to the House of Bishops Minutes, October 1877, manuscript, Index to the Manuscript Journal of the House of Bishops, 1868, manuscript, Report of the Presiding Bishop, Thomas March Clark, September 25, 1901, manuscript, all from the library of Episcopal Divinity School; The Rt. Rev. Norman L. Foote's files on the Joint Commission on Women's Work 1961-1970, 1 carton; 36 documents, mostly letters, in re the Boone Library School, China, 1939-50 from Prof. John H. Winkelman.

Diocesan records:

12 issues of *The Church Record/The Church Record and Minnesota Missionary*, 1901-1917, from the Minnesota Historical Society; Scrapbook of the 56th General Convention, September 26-October 7, 1949, San Francisco, from the Diocese of California; *Journals* of the dioceses, periodicals of the dioceses, parish histories.

Private papers of individuals and organizations:

The Rev. John Torok, 6 cartons; Records of the Official Acts of the Rt. Rev. John B. Bentley, 1922-1980; Marian Gardiner Craighill, originals located Yale University Divinity School, copyrights assigned to both institutions, 9 rolls of microfilm; Alice H. Gregg, missionary in China 1916-1950, 3 cartons; Records of the Association of Episcopal Colleges in re Trinity College, Quezon City, Philippines, 1964-1976, 1 carton; the Rev. Sister Rachel Hosmer, OSH, 3 cartons; Records of the Episcopal Society of Cultural and Racial Unity (ESCRU), 2 cartons; Bound manuscript sermon by the Rev. Alexander Garden, Jr., nephew of Commissary Garden of North and South Carolina, dated 1775, from the library of Episcopal Divinity School; manuscript monograph by the Rev. Henry Penn Krusen, *The Recording, The Record and the Recorders of Ordinations in the Episcopal Church, 1979*; Speeches of the Rt. Rev. Henry P. Abbot, Diocese of Lexington, 3 phonograph records; the Rt. Rev. Goodrich R. Fenner, related to his work in the national Church, 2 cartons; Typescript of "A Summer Trip on Plain and Mountain in 1860" by the Rev. Dudley Chase, from library of Episcopal Divinity School; true copies of sessions of the Standing Committee of the Church in Mexico at which the liturgy is considered, 1880's, bound manuscript in Spanish, from library of Episcopal Divinity School; The Rev. Norman B. Godfrey from his years as a missionary in Okinawa, 3 cartons; Anne Louise Goldthorpe, Superintendent of Nurses at Brent Hospital, Zamboanga, P.I., 2 envelopes; the Rt. Rev. Alexander C. Garrett, Journals, 7 volumes 1875-1924; The Brotherhood of St. Andrew Records, including back issues of *St. Andrew's Cross*, 3 cartons; the transcriptions of a series of oral interviews with Maurice E. Votaw (to be placed with his private papers) from the Western Historical Manuscript Collection, University of Missouri; additions to the Private Papers of Samuel Moor Shoemaker, 1 carton; additions to the records of the National Association of Episcopal Schools; additions to the William J. Boone Family Papers; additions to the Emery Family Papers; additions to the Claude L. Pickens, Jr. Papers.

Selected Miscellaneous Accessions*:

Annual Reports of the Dakota League of Massachusetts, 1873-1877; *The Ascent of Denali* by Hudson Stuck, reprint of original publication of 1914; *Maryland Diocesan Archives of the Protestant Episcopal Church. A Guide to the Archives* by F. Garner Ranney, typescript; *Anglicanism in South Carolina 1660-1976, 1976*; *The Anglican Church in Japan, An Historical Sketch* by Helen Boyle, 1938; *The Episcopal Church in Nebraska, A Centennial History* by William J. Barnds, 1969; *Defender of the Race, James Theodore Holly, Black Nationalist Bishop* by David M. Dean, 1979; "A Sermon Delivered in Trinity Church, Boston, at the first meeting of the Convention of the Eastern Diocese, 19th September 1810, by Alexander Viets Griswold, Rector

*No attempt is made to list each individual item received in the Archives; neither is this a complete listing. Individual items are recorded in our accessions book.

of St. Michael's Church, Bristol, [R.I.], Bishop Elect."; microfilm of The Archives of Old Christ Church, Philadelphia, 51 rolls and 3 printed guides; audio-visual records from the Diocese of Olympia: 2 audio-tapes, 8 phonograph records, 5 16 mm films, 18 filmstrips, 2 sets slides; 28 books and pamphlets from the library of the Rev. John H. Townsend; Episcopal Church *Annals* and *Clerical Directories* and other reference books; books and periodicals; Forward Movement publications; Episcopal Book Club publications.

2. Record Groups Completed: 1979-1981

- RG 102 — National Council, Home Department, Division of College Work. 2 records boxes.
- RG 103 — General Convention, Joint Commission on Church Architecture and Allied Arts 1941-1968. 1 records box.
- RG 104 — Private Papers of the Rt. Rev. John B. Bentley, Records of Official Acts 1922-1980. 1 document box.
- RG 105 — Private Papers of Marian Gardiner Craighill. 9 rolls microfilm.
- RG 106 — Domestic and Foreign Missionary Society Photograph Collection. 22 records boxes.
- RG 107 — Private Papers of William Scarlett. 49 document boxes.
- RG 108 — Private Papers of William Chauncey Emhardt. 5 document boxes.
- RG 109 — Executive Council, Communications Office. 105 reels of videotape and 43 reels of audiotape.
- RG 110 — Manuscript Collection of William Ives Rutter, Jr. 37 document boxes.
- RG 111 — Executive Council, Windham House Records. 2 records boxes and 5 document boxes.
- RG 112 — Presiding Bishop's Records, Convocation of the American Churches in Europe 1959-1971. 2 records boxes.
- RG 113 — Presiding Bishops' Records. 6 records boxes.
- RG 114 — Executive Council, Communications Office, Diocesan Press Service, May 1, 1970-June 29, 1978. 3 records boxes.
- RG 115 — General Convention, Registrar. Bishops' Trials and Tribulations. (Restricted records placed in bank vault.)
- RG 116 — Manuscript Collection of Edgar Legare Pennington (Pennington-Jarvis). 6 document boxes.
- RG 117 — General Convention, The Francis L. Hawks and General Convention Collection of Early Episcopal Church Manuscripts. Microfilmed. 53 document boxes.
- RG 118 — Executive Council, Communications Office Records: Broadcast Representative—film. 21 reels.
- RG 119 — Executive Council, Ecumenical Office Records 1962-1977, including ARC Records. 4 records boxes.
- RG 120 — Presiding Bishop's Records, American committee on St. Augustine's, Canterbury, England. 1 records box.
- RG 121 — General Convention, Coordinator of General Convention 1973 (John F. Stevens) Records. 1 records box.
- RG 122 — General Convention, Standing Liturgical Commission, Office of the Coordinator for Prayer Book Revision, Prayer Book Revision Records for the Book of Common Prayer 1979. 17 records boxes.
- RG 123 — General Convention, Joint Commission on Theological Education/Joint Commission on Education for Holy Orders Records (1944-1948) (1950-1968). 1 records box.
- RG 124 — General Convention, Records of the Special Committee on Theological Education in the Episcopal Church, 1964-1968. 2 records boxes.
- RG 125 — General Convention, Board of Theological Education Records 1968-1976. 3 records boxes and 1 document box.
- RG 126 — National/Executive Council, Overseas Department/Overseas Relations/Program Functions, Division of Overseas Exchange Visitors Records 1951-1973. 7 records boxes.

It should be noted that the Archives is now doing rigorous appraisal of all records, which reduces the volume of records received by $\frac{1}{2}$ to $\frac{2}{3}$ in records arranged.

C. Microfilming

We began the long-range project to microfilm all of the records of the General Convention and the Domestic and Foreign Missionary Society/National Council/Executive Council in October 1980. We have finished "The Francis L. Hawks and General Convention Collection of Early Episcopal Church Manuscripts" which contains the oldest manuscripts in the Archives belonging to the General Convention.

Francis L. Hawks and General Convention Collection of Early Episcopal Church Manuscripts. (Collection formerly held by the New-York Historical Society and now in the Archives of the Episcopal Church, Austin, Texas.) The Rt. Rev. William White—3 volumes, 1707-1886, plus one volume of miscellaneous items; a small number of printed items are found in these volumes. The Rt. Rev. John Stark Ravenscroft—2 volumes, 1818-1830 plus his Journal, 1823-1828. The Rev. William Smith—3 volumes, 1707-1799. The Rev. Samuel Peters—8 volumes, 1773-1822. The Rt. Rev. John Henry Hobart—40 volumes, 1757-1922. 299 unbound items include various transcripts and original manuscripts apparently collected by the Rev. Dr. Francis L. Hawks as Conservator of the Records and Documents of Protestant Episcopal Church in the United States of America and also in the course of his own research. (25 rolls of microfilm)

In 1981 we began microfilming the missionary correspondence of the Episcopal Church. 15 rolls of the Alaska Records have been completed and the project is in process at this time. Obviously this microfilming will require a number of years since there is only a limited amount budgeted each year. There is no adequate fire insurance for records that are "one of a kind," therefore it is important that all of the official Archives of the Episcopal Church be filmed and the film stored in another repository.

D. Records Management

Records management establishes guidelines in the offices where records are created in order to insure the retention of valuable ones and permit the destruction of unimportant ones. There are various criteria for appraising records but the one that the Expense Section of the Joint Committee on Program, Budget, and Finance may find interesting is that one which is applied to determine whether or not the records in question are worth the money required to preserve them.

The Archivist made three trips to the Church Center in 1980 in order to work primarily with records in the World Mission in Church and Society Office, the Office for the Board for Theological Education and in the Presiding Bishop's Office. In 1981 she made two trips to the Church Center to inventory current records and provide guidelines for retention and destruction of them in the Offices of National Mission in Church and Society and Education for Mission and Ministry. The inventorying of records and the preparation of guidelines are the first steps an Archivist must take to obtain control over the arrival of records in the Archives. Hopefully, hereby, decisions are made which preserve valuable records and the Archives is not flooded with nonhistorical ones.

The money which is spent on records management is, therefore, a wise investment for the future and it is necessary for a responsible archival program.

In 1981 the Archivist inventoried current records in the Offices of the Diocese of West Texas. The inventory with suggestions for retention and destruction plus two legal statements concerning access to personnel records and clergy files is available as a model for all dioceses and may be obtained through the Office of the Archivist.

FEASIBILITY STUDY (II ABOVE)

The feasibility study for an archives building has been completed and the architect's report is available. These plans should be seen as an indication of the space and the facilities which the Archives desires in a new building. The Long-Range Planning Committee of the Board of the Seminary of the Southwest is reviewing the present plant of the Seminary and proposals for expansion. The location of an archives building on the grounds of the Seminary is a part of the projections for expansion.

It therefore appears that there is a strong possibility that the Board of the Seminary

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of the Southwest may well provide a building for the Archives of the Episcopal Church. Under such circumstances it will undoubtedly be necessary to ask the General Convention to furnish it and to take responsibility for the utilities which the Seminary has provided since June, 1959. At the present time the space occupied by the Archives is worth over \$50,000 a year if we were renting it and paying utilities.

Respectfully submitted,
V. Nelle Bellamy, Ph.D.,
Archivist

C. FINANCIAL REPORT

January 1, 1979 through December 31, 1981

Income	1/79-12/79	1/80-12/80	1/81-12/81	Total
General Convention	\$54,000.00	\$74,600.00	\$74,600.00	\$203,200.00
Executive Council		15,000.00	15,000.00	30,000.00
Historical Society		2,626.80	4,566.00	7,192.80
Gifts and grants	85.00	20.00	13.30	118.30
Interest income	180.00	347.00	270.00	797.00
Miscellaneous reimbursements	1,308.53	1,215.25	1,177.44	3,701.22
Feasibility study		12,000.00		12,000.00
	<u>\$55,573.53</u>	<u>\$105,809.05</u>	<u>\$95,626.74</u>	<u>\$256,829.32</u>
Expenses				
Salaries, FICA, annuity, insurance	\$41,173.20	\$65,586.39	\$77,265.56	\$184,025.15
Contribution (ETSSW)	2,300.00	2,400.00	2,400.00	7,100.00
Phone	967.65	1,552.31	1,888.85	4,408.81
Photo reproduction	451.30	549.30	588.98	1,589.58
Supplies	912.34	2,173.59	953.00	4,038.93
Acquisitions	537.99	644.97	565.50	1,748.46
Ins/Ins. maint	318.60	2,223.26	865.00	3,406.86
Equipment	188.77	1,727.23	428.12	2,344.12
Postage	337.45	565.08	570.95	1,473.08
Travel/prof. expenses	2,868.05	3,190.43	2,739.77	8,798.25
Audit	1,014.57	579.95	690.00	2,284.52
Legal		481.00	294.50	775.50
Annual meeting			828.98	828.98
Miscellaneous	368.36	907.29	394.52	1,670.17
Reimbursed expenses	322.75	88.70	505.35	916.80
Publicity piece			130.48	130.48
Records management		3,011.72	2,477.52	5,489.24
Microfilming	530.50	3,295.90	940.30	4,766.70
Feasibility study		888.00	8,112.00	9,000.00
Historical Society	6,000.00			6,000.00
	<u>\$58,291.53</u>	<u>\$89,995.60</u>	<u>\$102,508.90</u>	<u>\$250,796.03</u>

D. FRIENDS OF THE ARCHIVES—FINANCIAL REPORT

January 1, 1979 through December 31, 1981

Income	1/79-12/79	1/80-12/80	1/81-12/81	Total
Books	\$17.50	\$ 382.00	\$	\$ 399.50
Gifts		1,000.00	1,097.40	2,097.40
Interest Income	28.23	82.08	104.93	215.24
	<u>\$45.73</u>	<u>\$1,464.08</u>	<u>\$1,202.33</u>	<u>\$2,712.14</u>
Expenses				
Books	\$80.00	\$	\$	\$ 80.00
Freight		185.03		185.03
Photographs			90.00	90.00
	<u>\$80.00</u>	<u>\$185.03</u>	<u>\$90.00</u>	<u>\$355.03</u>

E. BALANCE SHEET (ARCHIVES)

Fund balance as of January 1, 1979 (from the division of accounting records from the Historical Society)		\$ 5,263
Income, 1/1/79-12/31/79	\$ 55,574	
Expense, 1/1/79-12/31/79	<u>(58,292)</u>	
		<u>(2,718)</u>
Fund balance, January 1, 1980		\$ 2,545
Income, 1/1/80-12/31/80	\$ 93,809	
Feasibility study	<u>12,000</u>	
		<u>\$105,809</u>
Expenses, 1/1/80-12/31/80	\$(89,108)	
Feasibility study	<u>(888)</u>	
		<u>(\$89,996)</u>
		<u>15,813</u>
Fund balance, January 1, 1981		\$18,358
Income, 1/1/81-12/31/81	\$ 95,627	
Feasibility study income	<u>538</u>	
		<u>\$96,165</u>
Expenses, 1/1/81-12/31/81	\$(94,397)	
Feasibility study	<u>(8,112)</u>	
		<u>(\$102,509)</u>
		<u>(6,344)</u>
Fund balance, January 1, 1982		<u>\$12,014</u>

The fund balance of the Archives includes:

1. Checking accounts.
2. Feasibility study—\$3,692 in restricted funds provided by General Convention to be completed early 1982.
3. General Convention travel—\$750 in restricted funds for the Archivist travel to General Convention.
4. Microfilming—\$2,000 in restricted funds for microfilming now in progress.
5. Small emergency fund—\$2,350 opened with funds from dividing the budget of the Archives and the Historical Society in January 1980.

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Resolution #A—121.

Resolved, the House of _____ concurring, That the sum of \$318,000 be appropriated by the General Convention for the Archives of the Episcopal Church for the triennium, 1983-85.

F. PROPOSED BUDGET, 1983-1985

	1/83-12/83	1/84-12/84	1/85-12/85	Total
Salaries				
Archivist	\$ 22,664	\$ 24,240	\$ 25,920	
Staff (3)	46,980	50,280	53,796	
Retirement—Archivist	5,545	5,930	6,344	
Staff benefits (retirement, FICA, insurance)	17,281	17,830	18,480	
	<u>\$ 92,470</u>	<u>\$ 98,280</u>	<u>\$104,540</u>	<u>\$295,290</u>
Operating expenses				
Contribution	\$ 4,800	\$ 4,800	\$ 4,800	
Phone	2,050	2,200	2,300	
Photo reproduction	300	300	300	
Supplies	1,300	1,400	1,400	
Acquisitions	550	550	585	
Equipment	610	500	500	
Insurance	1,200	1,200	1,250	
Postage	750	800	800	
Travel and prof. expenses	4,000	4,240	4,500	
Audit	850	900	925	
Legal	535	555	600	
Miscellaneous	180	200	200	
Security bank vault	405	425		
Annual meeting	500	500	\$ 500	
	<u>\$ 18,030</u>	<u>\$ 18,570</u>	<u>\$ 19,110</u>	<u>\$ 55,710</u>
Microfilming	\$ 5,000	\$ 5,000	\$ 5,000	
Records management	4,000	4,000	4,000	
	<u>\$ 9,000</u>	<u>\$ 9,000</u>	<u>\$ 9,000</u>	<u>\$ 27,000</u>
Totals	<u>\$119,500</u>	<u>\$125,850</u>	<u>\$132,650</u>	<u>\$378,000</u>
Requested from Executive Council	\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000
Requested from General Convention				\$318,000
Total				<u>\$378,000</u>

Respectfully submitted,

Scott Field Bailey,
Bishop of West Texas,
President, Church Historical Society

APPENDIX A

Letter and Proposal for Archives Building

25 February 1982

Dr. Nelle V. Bellamy, Archivist
Archives of the Episcopal Church
606 Rathervue Place
Austin, Texas 78705

Dear Dr. Bellamy,

The attached report and drawings are a summation of our joint efforts to develop a program and schematic design solution for an archives building to house the Archives of the Episcopal Church. It has been an interesting and exciting undertaking to this point and I am hopeful that funding can be found to make the building a reality in the foreseeable future. I want to thank you in particular, as well as the other members of the archives staff, Dean Carleton and all the other persons who contributed their time and effort, for assisting our firm on this project. The input of each person involved has been invaluable. I hope that each individual will recognize at least some of their ideas in the schematic design solution.

If you have any additional comments or questions, please do not hesitate to call.

Cordially,

Kilian Fehr
KF/tc

Attachment

Feasibility Study Summation

This feasibility study was authorized in 1980 and involved a number of individuals vitally interested in the Archives of the Episcopal Church. Those participating included Dr. Nelle V. Bellamy, Archivist, her staff members, the members of the Board of the Archives, the Very Reverend Gordon Charleton, Dean of the Episcopal Theological Seminary of the Southwest and a number of other clergy and laity of the Church.

The concerns examined included:

Programming:

- determination of the major goals of the Archives
- activities to be housed
- functional requirements
- pedestrian and vehicular access and flow
- space requirements
- building codes
- expansion requirements

THE BLUE BOOK

- site location alternatives
- costs involved
- time schedules

Schematic Design:

- building size and configuration
- relationship to the site and surroundings
- interior layout
- pedestrian and vehicular access
- preliminary materials selection
- cost estimates
- time schedule

After several preliminary interviews with Dr. Bellamy, a questionnaire was prepared and distributed to approximately twenty-five individuals. The data from the completed questionnaires, coupled with additional discussions with Dr. Bellamy and Dean Charleton, resulted in the following initial decisions:

- The design solution must accommodate the needs of the Archives for the next twenty-five years.
- The building should be located on the northwest corner of the Seminary campus.
- Dean Charleton requested that the study be expanded to determine a location for a large meeting space, capable of seating approximately 300 persons, as well as space for several additional faculty offices and a faculty lounge.
- Cost parameters and time schedules for the project will be deferred until a later date.

Listed below are the major concerns that were gathered during the programming phase. The square footages for each required space and the affinities between these various spaces are not included in this summation for the sake of brevity. The square footages and affinities between the spaces as shown in the schematic design drawings are essentially the same as those developed during the programming phase.

Purpose:

The purpose of the Archives facility is to receive, process, house, preserve and make accessible the historical documents of the Episcopal Church.

Most important considerations:

The building must have:

- a first class heating and air conditioning system with an excellent climate control system.
- excellent security and fire resistive qualities.
- a pleasant, comfortable research and working environment for researchers and staff.

Researcher's environment:

The research area should be housed in a moderate amount of space, having attractive wall, flooring and ceiling finishes, good acoustics, a comfortable HVAC system (72 deg.F plus or minus 3 deg.F), excellent lighting and a normal amount of electrical service. The research area should provide space for at least ten researchers' tables, a microfilm reading and oral history listening area, workspace for the assistant archivist and receptionist, an

area for card catalogues and other finding aids, shelving for reference materials, an area for exhibits, access to lockers for researchers' belongings, access to public restrooms and one point of public entry and exit.

Staff environment:

The Archives staff should be housed in a moderate amount of space, having attractive wall, flooring and ceiling finishes, good acoustics, a comfortable HVAC system (72 deg.F plus or minus 3 deg.F), excellent lighting and a normal amount of electrical service. The staff area should have space for various offices, including one for the Archives of the Diocese of Texas, a conference room, a processing area, areas for microfilming, photocopying, and short-term document storage, a kitchen/lounge facility and direct access to the research area and the stacks area.

Stack area environment:

The archives should be housed in a generous amount of space, having minimal wall, flooring and ceiling finishes, an excellent HVAC system (68 deg.F plus or minus 3 deg.F; 50% relative humidity; dust filtration system; entire system to be operated 24 hours/day), minimal lighting (documents are to be in total darkness as much as possible), smoke detection system, no windows and a minimal number of access points. Stack area is to include space for temporary storage, fumigation and is to be directly accessible to processing area. Approximately 95% or more of the documents in the stack area are to be housed in a mobile shelving system to conserve space and maximize document storage capacity.

Other major considerations:

The research area/staff area relationship is to be designed to allow the Archives to be served by as small a staff as possible. The staff must be able to oversee and assist researchers and, at the same time, be able to work on processing, arranging, typing, etc. Access to the stacks by the staff must be arranged so as to minimize retrieval and shelving time. Both researchers and staff must have good access to the reference aids. Direct or strong indirect sunlight in the reference area should be avoided.

Security must have a high priority. Stack areas in particular must be of fire-resistive construction, windowless, have a smoke detection system and as few points of access as possible. Researchers must pass by a staff member when entering or leaving and must not have access to the stack areas.

Parking will be required for 5-8 staff members, 8-10 researchers and should be readily accessible.

Overall building image:

The design solution must be compatible architecturally with the existing buildings on the Seminary campus. The building should have a simple form with high quality, low maintenance exterior materials.

Major considerations regarding the Seminary Conference Center:

The Conference Center should be on the northwest corner of the Seminary campus and have good accessibility to Christ Chapel and Rather House. It will require an assembly space seating approximately 300 persons in a variety of seating arrangements. It will also need limited kitchen facilities to serve buffet style meals prepared by a caterer at an off-site location. The building should have a simple form, use low maintenance, high quality exterior materials and be compatible architecturally with the existing buildings on

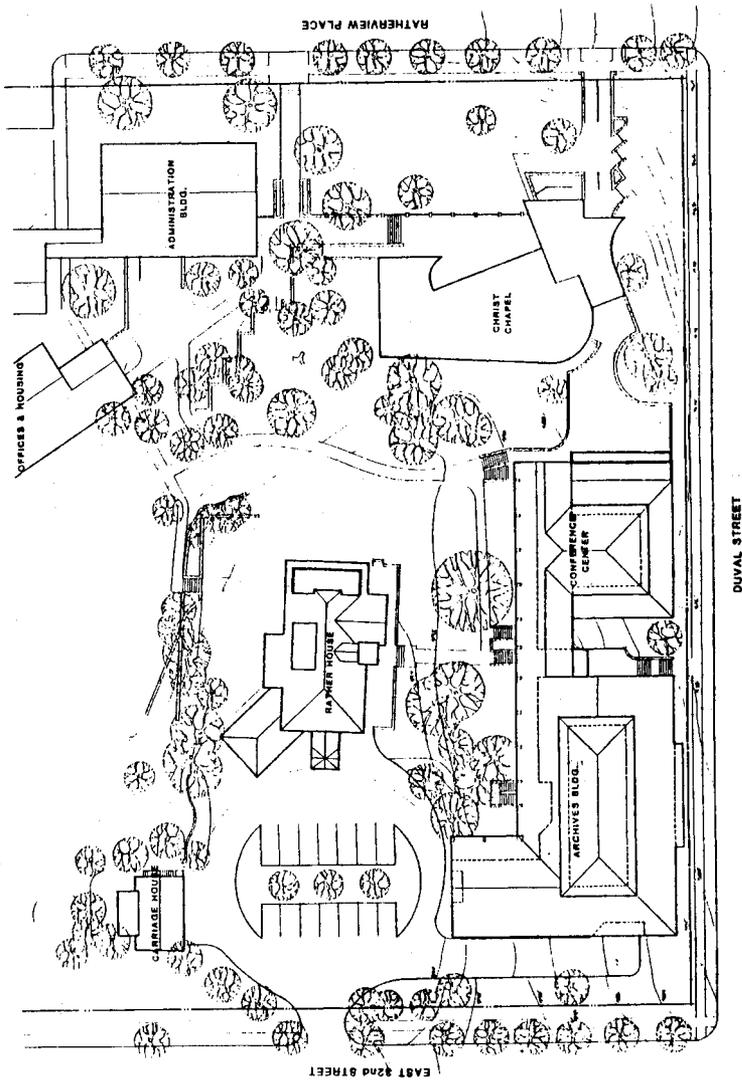
the Seminary campus. It will require a HVAC system that is functionally separate from the Archives HVAC system. The Conference Center needs to be fairly accessible to some on-site parking.

Schematic Design solution: (see attached drawings; drawings giving additional information are available at the office of the Archivist.)

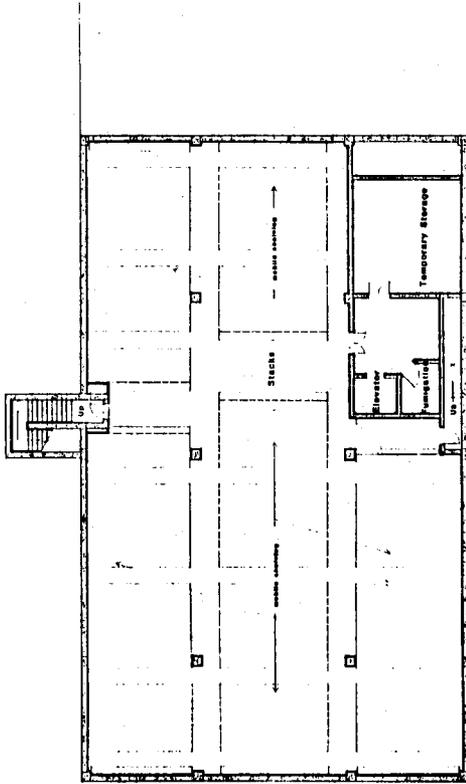
The schematic design solution treats the Archives building and the Conference Center building as two separate structures connected by a covered walkway in a manner similar to that used on other buildings presently on the Seminary campus. Both buildings are designed to be constructed of the same materials that have been used on the other Seminary buildings.

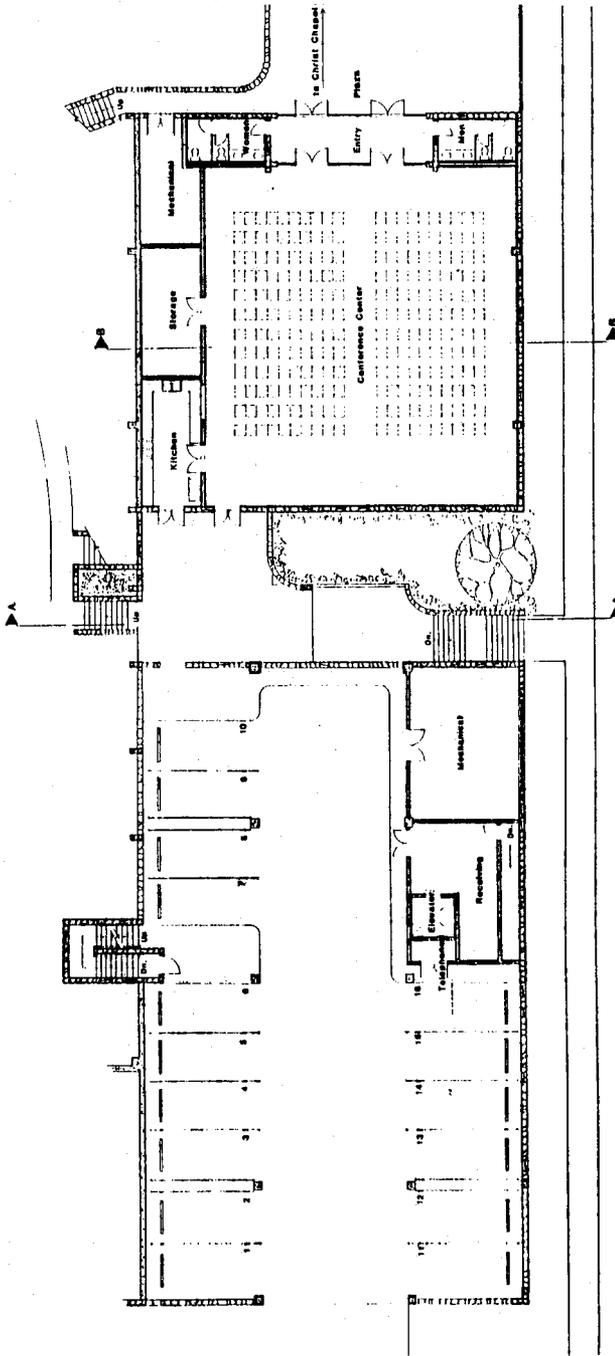
The Archives building has approximately 18,745 gross square feet on three levels. The lower level, which is below the existing grade, has provision for approximately 23,000 linear feet of documents shelving in the stack area, the majority of which is housed in a mobile shelving system. The middle level has areas for receiving documents, a mechanical equipment room and parking for 16 cars. The upper level is located adjacent to the covered walkway and has space for the search room, offices, processing areas, a conference room and other miscellaneous support spaces. The three levels are connected by an elevator which is accessible only to the archives staff.

The Conference Center has approximately 6,735 gross square feet on two levels. The lower level is at the same level as the middle level of the Archives building and is a few steps below the main level of Christ Chapel, which is located immediately to the south. The main assembly room has seating for approximately 300 persons, in a variety of configurations, as well as limited kitchen space, chair and table storage space and a mechanical room. The upper level, located next to the covered walkway connecting the two buildings, has space for three faculty offices and a faculty lounge. Both buildings are connected with sidewalks to Rather House and the remainder of the campus of the Seminary.



SITE PLAN
SCALE 1" = 20'
NORTH





PARKING GARAGE & AUDITORIUM LEVEL



