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# The Board of the Archives of the Episcopal Church

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## MEMBERSHIP

The Rt. Rev. Scott Field Bailey, *Chair*, San Antonio, Tex. (1991)  
 The Rt. Rev. Duncan M. Gray, *Vice Chair*, Jackson, Miss. (1991)  
 The Rt. Rev. James H. Ottley, Balboa, Panama (1988)  
 The Rev. Donald N. Hungerford, *Treasurer*, Odessa, Tex. (1988)  
 The Rev. Frank E. Sugeno, Austin, Tex. (1991)  
 The Very Rev. Durstan McDonald, Austin, Tex. (\*)  
 Dr. David B. Gracy, Austin, Tex. (1991)  
 Ms. Frances K. Swinford, Lexington, Ky. (1988)  
 Ms. Barbara Smith, Anchorage, Alaska (1991)  
 Dr. V. Nelle Bellamy, *Archivist*, Austin, Tex. (ex officio)  
 Ms. May D. Lofgreen, *Staff Person*, Austin, Tex. (\*\*)

\*Eligible for reappointment if ex officio proposal does not pass Convention

\*\*No Vote

## SUMMARY OF THE BOARD'S WORK

The newly appointed Board met twice in the past triennium. The first meeting, June 4, 1986, was largely organizational in order to apprise members of the history of the archival program in the Church and the purpose of the new Board.

At the second meeting, September 2, 1987 the Board heard the Archivist of the Anglican Church in Canada, Mrs. Terry Thompson, describe her responsibilities in that Church. In the business matters, the Rev. Donald N. Hungerford was elected as liaison between the Board of the Archives and the Board of the Historical Society. The Rt. Rev. Duncan M. Gray was designated to represent the Archives in deliberations in the House of Bishops. Long-range plans for the replacement of the Archivist in about five years were set in place. This process is scheduled to begin in 1991.

# THE BLUE BOOK

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## FINANCIAL REPORT

	1986	1987	1988 <i>(projected)</i>	Total
<b>INCOME</b>				
General Convention	\$146,675	\$162,682	\$176,903	\$486,260
Program development	21,500	21,500	27,000	70,000
Interest	565	859		1,424
Miscellaneous	2,340	2,959		5,299
	<u>171,080</u>	<u>188,000</u>	<u>203,903</u>	<u>562,983</u>
<b>EXPENSES</b>				
Salaries	99,233	113,189	116,844	329,266
Employee benefits	19,288	23,113	27,644	70,045
FICA	7,095	8,093	8,775	23,963
Seminary rent*	12,100	17,400	17,700	47,200
Operating expenses	15,647	14,695	13,940	44,282
Archivist travel and expenses	5,008	6,770	6,000	17,778
Microfilming	2,009	8,356	5,000	15,365
Records management	1,002	3,302	8,000	12,304
	<u>\$161,382</u>	<u>\$194,918</u>	<u>\$203,903</u>	<u>\$560,203</u>
Over (under)	9,698	(6,918)		

\*As of June 1986, General Convention increased our budget in order for the Archives to pay their portion of the rising expenses for space on the campus of the Episcopal Theological Seminary of the Southwest.

## SPECIAL RESOLUTION PROPOSED BY THE BOARD

Since the Archives of the Episcopal Church is now housed permanently at the Episcopal Theological Seminary of the Southwest in Austin, Texas; and since close coordination and cooperation between the Archives and the Seminary are essential, we propose that the Dean of the Seminary be an ex officio member of the Archives Board.

### Resolution #A001

*Resolved*, the House of \_\_\_\_\_ concurring, **That Title I, Canon 5, Section 2(a) be amended to read as follows:**

Sec. 2(a). There shall be a Board of the Archives which shall consist of the Archivist (ex officio, with vote), *the Dean of the Episcopal Theological Seminary of the Southwest (ex officio, with vote)*, and nine (9) appointed persons, three (3) of whom shall be Bishops and six (6) shall be Clerical or Lay Members. All appointed Members of the Board shall serve terms beginning with the close of the General Convention at which their appointments are confirmed and ending with the close of the second regular Convention thereafter.

## OBJECTIVES OF THE BOARD FOR THE COMING TRIENNium

The Board proposes three meetings in the triennium to discharge its responsibilities as proposed in the Canons: to set policy for the Archives of the Episcopal Church, to set forth the terms and conditions with regard to the work of the Archivist. The purpose of

the Archives "shall be to preserve by safekeeping, to arrange and to make available the records of the General Convention and of the Executive Council, and other important records and memorabilia of the life and work of the Church, so as to further the historical dimensions of the mission of the Church." (Canon I.5.1)

**PROPOSED BUDGET FOR THE COMING TRIENNIUM**

Salaries and Benefits:	<i>1989</i>	<i>1990</i>	<i>1991</i>	<i>Total</i>
Archivist	\$ 45,840	\$ 48,132	\$ 50,520	\$144,492
Libry/Archivist	27,972	29,364	30,828	88,164
Asst. for Administration	25,500	26,772	28,116	80,388
Proc/Archivist	24,504	25,728	27,012	77,244
Microfilmer	5,700	5,700	5,700	17,100
Part-time	6,500	6,500	6,500	19,500
Social Security	10,866	11,320	11,878	34,064
Retirement				
Archivist	9,500	9,500	9,500	28,500
Libry/Archivist	3,360	3,516	3,696	10,572
Asst. for Administration	3,060	3,216	3,372	9,648
Proc./Archivist	2,940	3,084	3,240	9,264
Disability for Staff	1,400	1,400	1,400	4,200
Health/Life Insurance	7,500	7,500	8,000	23,000
	<u>\$174,642</u>	<u>\$181,732</u>	<u>\$189,762</u>	<u>\$546,136</u>
 Operating:				
Acquisitions	\$ 700	\$ 700	\$ 700	\$ 2,100
Audit	1,000	1,000	1,000	3,000
Contingencies	1,000	1,000	1,000	3,000
Equipment	3,500	3,500	3,500	10,500
Ins/Maint. Contract	1,700	1,700	1,700	5,100
Legal	600	600	600	1,800
Miscellaneous	600	600	600	1,800
Newsletter	300	300	300	900
Photo Reproduction	300	300	300	900
Postage	1,000	1,000	1,000	3,000
Reimbursed Expenses				
Rent (ETSSW)	18,000	19,000	20,000	57,000
Storage	1,200	1,200	1,200	3,600
Supplies	2,100	2,100	2,100	6,300
Telephone	3,200	3,200	3,200	9,600
Archivist travel	4,000	4,500	5,000	13,500
Professional expenses	2,000	2,000	2,000	6,000
Intercity travel	540	540	540	1,620
	<u>\$ 41,740</u>	<u>\$ 43,240</u>	<u>\$ 44,740</u>	<u>\$129,720</u>
 Microfilming	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
Records Management	3,500	3,500	3,500	10,500
	<u>\$ 8,500</u>	<u>\$ 8,500</u>	<u>\$ 8,500</u>	<u>\$ 25,500</u>
 Archivist Search	<u>000</u>	<u>000</u>	<u>\$ 12,000</u>	<u>\$ 12,000</u>
	000	000	\$ 12,000	\$ 12,000

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Sums requested for meeting of Board

1989 - \$ 7,695 (one meeting)  
1990    no meeting  
1991 - \$14,310 (two meetings)  
      \$22,005

The sum of \$22,005 to be appropriated during the triennium is for three meetings of the Board of the Archives, consisting of nine members. Figures are based on the following:

1989 - airfare            (\$ 4,455)  
      hotel/meals        (\$ 3,240)  
1991 - airfare            (\$ 9,810)  
      hotel                (\$ 4,500)

## PROPOSED RESOLUTION FOR BUDGET APPROPRIATIONS

### Resolution #A002

*Resolved*, the House of \_\_\_\_\_ concurring, That the 69th General Convention appropriate \$713,356 for the ongoing operation of the Archives of the Episcopal Church for the 1989-91 triennium, in accordance with the provision of Title I, Canon 5, Sec. 4; and be it further

*Resolved*, That there be appropriated from the assessment budget of the General Convention the sum of \$22,005 for the triennium for the expenses of the Board of the Archives of the Episcopal Church.

## APPENDIX - REPORT OF THE ARCHIVIST

*Archivist's Report  
to  
The 69th General Convention  
July, 1988*

### I. STAFF AND BUILDING

The Archives staff consists of four full-time members. They are:

V. Nelle Bellamy, Ph.D. - Archivist of the Episcopal Church  
Elinor S. Hearn - Archivist/Librarian  
Leslie C. Gronberg - Processing Archivist  
May D. Lofgreen - Assistant for Administration

This is a professional and able staff with historical, archival, library and business credentials. During the six weeks when the Archivist was recovering from surgery, the rest of the staff kept the Archives moving along quite well. Our thanks to them for their dedication and cooperation.

Three people have worked part-time: Sylvia Baker continues as microfilmer; Carolyn Stevenson has been the transcriber for the China Oral History Project and was paid from that fund; Cindi Lofgreen has recently begun assisting in the office and the Archives. They, too, are a valuable part of the Archives program.

The Archives occupies the second floor of the Library Building of the Seminary of the Southwest. We paid \$52,200 in the triennium for rent and utilities. Obviously, we are basically a guest of the Seminary, whose contribution to the archival task of

the Episcopal Church is quite substantial. The necessity for additional space in the immediate future poses some basic questions which must be considered by the Archives and the Seminary. Conversations have already begun.

## II. STATISTICS FOR 1985 - 1987

### A. Researchers

The regular staff has answered 612 mail research requests and made 191 referrals to other sources of information. One hundred twenty-seven researchers have used the records. Seventy-seven were engaged in small research projects, including students and faculty of the Seminary of the Southwest. Fifty researchers were involved in substantial projects. Among them were seven seminary professors or graduate students, 12 university and college professors, 14 university and seminary students, and at least 11 were working on projected books. We had four researchers from other countries and two Episcopal Church staff have used the records in our search room. Services have been provided for various offices and staff at the Episcopal Church Center.

### B. Use of Records

Statistics of materials used by researchers are: 837 books and pamphlets, 1,161 Record Group boxes, 1,507 volumes or boxes of periodicals and series, 310 biographical files and private papers boxes, 1,119 diocesan journals, and 72 boxes of photographs or audio-visual materials.

## III. ACCESSIONS: RECEIVED AND PROCESSED

### A. Accessions Received

Fifty-seven file drawer size transfer cases, one briefcase and one oversized photograph from the offices of the Executive Council and General Convention were received in January and February 1985.

Eighty file drawer size transfer cases and two packages from the offices of the Executive Council and General Convention were received in March of 1986.

In addition to the two major shipments, the Archives has received records from various offices and staff of the Executive Council and General Convention. Among records received are those of the Triennial Meetings, the General Board of Examining Chaplains, the Secretary of the House of Bishops, the Secretary of the House of Deputies, the Communications Office, the Standing Commission on Stewardship and Development, and, of course, Minutes of the Executive Council and the Domestic and Foreign Missionary Society.

From other sources the Archives has received numerous books, periodicals, private papers, diocesan journals, and records of organizations and institutions related to the Episcopal Church. All items received in the Archives are recorded in the accessions book.

### B. Accessions Processed

The processing of Record Groups 169 through 194 has been completed during this triennium.

## IV. PROJECTS

### A. Funded by the General Convention

#### 1. Microfilming of the Archives of the Episcopal Church

The General Convention provides limited funds to film its records as a

security measure, and only a negative is made. This film is stored in a bank vault in Austin. When all of the records on a roll of film are seventy-five years old, then the microfilm with the approval of the Archives Board may be deposited in other Archives. The following records have been filmed in the past three years.

Domestic and Foreign Missionary Society (DFMS): Japan Records, 1859-1953 (40 rolls)

DFMS: Haiti Records, 1855-1952 (5 rolls)

DFMS: Dominican Republic Records, 1902-1964 (2 rolls)

DFMS: Philippine Records, 1901-1968 (13 rolls)

DFMS: Panama Records, 1851-1960 (3 rolls)

DFMS: China Records, (in progress)

DFMS: *Proceedings and Reports*, 1820-1918 (1 roll)

Church Deployment Office: 10,000 Clergy Questionnaires

**2. Records Management in Offices of Executive Council and General Convention**

This program continues in order to insure that records of administrative, legal, and historical value are preserved.

**B. Not Funded by the General Convention**

**1. The China Oral History Project**

This project continues under the direction of a steering committee composed of the Rev. Leslie L. Fairfield, Dr. Paul Ward, and the Archivist. It is funded largely by grants from the James and Vera Cushman Trust, with small contributions from other sources as well. The following persons have been interviewed as of May 15, 1987:

Bishop Gilbert Baker

Catherine Barnaby

Clara D. Bergamini

Constance Bolderston

Emeline Bowne

John Coe

Mary Coe

Leslie L. Fairfield

Mary Fairfield

Martha Wakefield Falcone

John Foster

Dorothy Jenks Gilson

Hazel Gosline

Anne M. Groff

Frances Roots Hadden

Virginia Hebbert

Carmen Hunter

Virginia Huntington

Charles Long

Nancy Long

Sister Louise Magdalene

Sister Lucy Caritas

Marian McGeary

Florence M. Nobes

Carey C. Perry

Claude L. Pickens, Jr.

Elizabeth Pickens

Helen Van Voast Pipe

Katherine Putnam

John Roberts

Lucy Roberts

William Henry Scott

Margaret Sheets

Alfred Starratt

Anne Starratt

Bishop A. Ervine Swift

Elizabeth Ann Swift

Bishop Y. Y. Tsu

Eleanor Walker

Catharine W. Ward

Dr. Paul Ward

**2. Microfilming of Lambeth Conference proceedings 1867-1948**

In a joint project undertaken by Dr. E.G.W. Bill, Archivist, Lambeth Palace Library, London, and the Archivist of the Episcopal Church, permission

was received from the Primates of the Anglican Communion to microfilm the Lambeth Conference proceedings. The filming of records through 1948 has been completed and there is a negative and a positive in each archives. A third positive is available for loan to the Primates through the Archives of the Episcopal Church. The Cameron Fund monies paid for this filming. The fund is a special one given to the Archivist of the Episcopal Church by the Rev. Dr. Kenneth Cameron of Connecticut. According to the terms of the gift, it may not be applied to operating expenses.

**3. Microfilming of the records of the Anglican Consultative Council**

Cameron funds are also paying for this service to the Anglican Communion. The filming has begun. In July the Archivist met with the staff at the ACC for records management in preparation for future microfilming.

**4. Exchange of reports of Provincial Archivists of the Anglican Communion**

This project has been initiated through a memo to all of the Primates asking for the name of the person responsible for their archives.

**C. Other Projects**

Photographs to the Nippon Sei Ko Kai.

In accordance with Board approval in 1986, the Archives presented to the Primate and people of the Nippon Sei Ko Kai a photograph album of 48 photographs of the interiors and exteriors of Japanese churches from the time of the Great Earthquake through World War II. This was in honor of the centenary of the Nippon Sei Ko Kai. It was financed by the Cameron Fund.

**V. Depositing of microfilm in Archives of Nippon Sei Ko Kai: 40 rolls of Domestic and Foreign Missionary Society Japan Records, 1859-1953.**

The Board at its 1986 meeting voted to deposit this film in the Archives of the Nippon Sei Ko Kai and requested the Archivist to work out the access policies. The following resolution contains the arrangement with the Nippon Sei Ko Kai, Rikkyo University and the Archives of the Episcopal Church in the United States.

The Archives of the Episcopal Church, USA, agrees to place the film in the Archives of Rikkyo University and understands that the following access policies are acceptable:

1. "The Statement of Use" will be signed by all researchers. We are pleased that the "Statement" will be translated into Japanese.
2. We further understand that members of the Nippon Sei Ko Kai Historical Commission may keep individually signed "Statements" on file in order to avoid signing one each time they use the microfilm.
3. Written approval for access by researchers will come from the Nippon Sei Ko Kai Historical Commission acting for the Archives of the Episcopal Church, USA.
4. In accordance with the archival practices of the Episcopal Church, USA, we request that complete record series should not be photocopied. The purpose of this is to preserve the integrity of the collection and avoid having large numbers of photocopies in the hands of private researchers. We interpret "*complete record series*" as all of the letters of a missionary: we, therefore, would not permit photocopying of all letters of a missionary. We do permit photocopying of a reasonable number of the letters that are necessary for research.

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### VI. Professional Activities of the Archivist and Staff

The Archivist presented a paper, "Changes and Prospects of Archival Practices in Main Line Protestant Churches" at the Society of American Archivists annual meeting in Chicago.

She taught two sessions on religious archives in Professor David Gracy's course on archival management at the University of Texas.

The Archives staff organized a two-day workshop for diocesan archivists in the Seventh Province. There were ten in attendance. Teaching was provided by the Archives staff. If other provinces are interested in workshops for diocesan archivists, the staff is willing to cooperate with them.

The Archivist met with representatives of the three dioceses in the State of Tennessee to consider the establishment of a central archival repository for the records of the three dioceses.

Respectively submitted,

V. Nelle Bellamy, Ph.D.

December, 1987

Scott Field Bailey  
Bishop of West Texas (Retired)  
Chair, Board of the Archives