

The Board of the Archives of the Episcopal Church

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A. MEMBERSHIP

- The Rt. Rev. Scott Field Bailey, *Chair*, San Antonio, TX (1991)
- The Rt. Rev. Duncan M. Gray, *Vice-Chair*, Jackson, MS (1991)
- The Rt. Rev. James H. Ottley, Balboa, Panama (1994)
- The Rev. Donald N. Hungerford, *Treasurer*, Odessa, TX (1994)
- The Rev. Frank E. Sugeno, Austin, TX (1991)
- The Rev. J. Robert Wright, New York, NY (1991)
- Dr. David B. Gracy, Austin, TX (1991)
- Mrs. Frances Swinford Barr, Lexington, KY (1994)
- Mrs. Barbara Smith, Anchorage, AK (1991)
- The Very Rev. Durstan McDonald, Austin, TX (ex-officio)
- Dr. V. Nelle Bellamy, Archivist, Austin, TX (ex-officio)
- Mrs. May D. Lofgreen, Staff Person, Austin, TX (**)

**No Vote

B. SUMMARY OF THE BOARD'S WORK

The board met twice in the past triennium. The meetings were held at the Archives in Austin, Texas. The practice and procedures of the Archives of the Episcopal Church were reviewed by the board, the criterion being the guidelines and directions given by Title I, Canon 5.

The board would express its deep appreciation for and approval of the leadership given the Archives by the Archivist, Dr. Nelle Bellamy, and the competent staff she has assembled.

During the past triennium a computer catalog of the Archives has been instituted which when fully operable will make the records of the life and mission of the Episcopal Church more accessible.

With the strong support of Mrs. Nicholas T. Cooke, Senior Executive for Mission Support and Treasurer, the Archives has been able to acquire equipment and salaries for staff personnel more commensurate with an efficient and productive archives.

With the announcement of Dr. Bellamy's retirement on August 1, 1992, the Board has developed a statement describing the qualifications and profile for a new Archivist to be in place by June 1, 1992. The Search Committee for the new Archivist is composed

of the Rt. Rev. Duncan M. Gray, Chairman, the Very Rev. Durstan R. McDonald, Dr. David B. Gracy, and the Rev. Dr. J. Robert Wright.

C. FINANCIAL REPORT

<i>Income</i>	<i>1989</i>	<i>1990</i>	<i>1991 (Projected)</i>	<i>Total (Projected)</i>
Appropriated by				
General Convention	\$192,282	\$200,872	\$222,402	\$615,556
Program Development	<u>32,600</u>	<u>32,600</u>	<u>32,600</u>	<u>97,800</u>
	<u>\$224,882</u>	<u>\$233,472</u>	<u>\$255,002</u>	<u>\$713,356</u>
<i>Expenses</i>				
Salaries	* \$ 71,290			\$ 71,290
Employee Benefits	* 12,849			12,849
FICA	* 5,354			5,354
Rent	** 18,000	\$ 19,000	\$ 20,000	57,000
Operating Expenses	20,010	22,480	18,643	61,133
Archivist Travel and Expenses	6,039	3,519	7,000	16,558
Microfilming	4,112	2,161	5,000	11,273
Records Management	<u>5,609</u>	<u>788</u>	<u>3,500</u>	<u>9,897</u>
	<u>\$143,263</u>	<u>\$ 47,948</u>	<u>\$ 54,143</u>	<u>\$245,354</u>

*On July 1, 1989, the salaries and benefits of the Archives staff were transferred to the Episcopal Church Center's Human Resources Office for payroll and appropriate benefits. At the same time, the approved triennium budget for the Archives was reduced to compensate for the change. Only funds for the operating expenses, archivist travel, microfilming and records management continue in order to insure local direct payment.

**The Archives continues to pay its portion of the rising expenses for space on the campus of the Episcopal Theological Seminary of the Southwest.

D. GOALS AND OBJECTIVES FOR THE COMING TRIENNIUM

The purpose of the board is to set policy for the Archives, to elect the Archivist of the Episcopal Church, and to set forth the terms and conditions with regard to the work of the Archivist.

Two major objectives of the purpose for the triennium 1992-94 will be:

- (1) to select the new canonical Archivist;
- (2) to oversee the computerization of the Archives and the employment of a professional staff.

THE BLUE BOOK

E. PROPOSED BUDGET FOR THE COMING TRIENNIUM

Triennium Budget I (Paid from the Human Resources Office of Mission Support)

<i>Salaries and Benefits:</i>	<i>1992</i>	<i>1993</i>	<i>1994</i>	<i>Total</i>
Canonical Archivist*	\$ 54,281	\$ 41,054	\$ 41,054	\$136,389
Administrative Deputy	34,000	34,000	34,000	102,000
Reference Librarian/Archivist	25,900	25,900	25,900	77,700
Computer Librarian/Archivist	25,900	25,900	25,900	77,700
Microfilmer/Secretary	20,000	20,000	20,000	60,000
Payroll Taxes	15,062	14,704	15,430	45,196
Provision for Salaries		8,752	9,190	17,942
Retirement for the Canonical Archivist**	5,542			5,542
Staff Retirement***	6,842	7,184	7,542	21,568
Disability****	2,300	2,400	2,500	7,200
Health/Life Insurance	13,400	14,600	16,200	44,200
	<u>\$231,427</u>	<u>\$222,694</u>	<u>\$225,916</u>	<u>\$680,037</u>

* Salary for two Archivists, each for seven months

** Retiring Archivist plan for seven months

*** Present staff grandfathered pension plan, the new hires on Church Center Plan

**** Disability and Health/Life Insurance through the Episcopal Theological Seminary of the Southwest Group Plan with Church Life Insurance. It remains so because of Texas coverage.

Triennium Budget II (Funds transferred for local operating expenses)

<i>Operating:</i>	<i>1992</i>	<i>1993</i>	<i>1994</i>	<i>Total</i>
Acquisitions	\$ 600	\$ 600	\$ 600	\$ 1,800
Audit	1,100	1,250	1,400	3,750
Auditron	200	200	200	600
Insurance Coverage	2,750	2,750	2,750	8,250
Maintenance Contracts	2,400	2,400	2,400	7,200
Miscellaneous	500	500	500	1,500
Part-time Custodian	1,800	1,900	2,000	5,700
Payroll Taxes	145	155	165	465
Postage	1,000	1,000	1,000	3,000
Rent/Utilities	21,000	22,000	23,000	66,000
Safe/Storage	1,100	1,100	1,100	3,300
Supplies	3,500	3,750	3,900	11,150
Telephone	3,200	3,320	3,440	9,960
Archivist Travel	5,835	5,500	6,000	17,335
Professional Expenses	2,330	2,000	2,000	6,330
Inter City	600	660	720	1,980
Microfilming	5,000	5,000	5,000	15,000
	<u>\$ 53,060</u>	<u>\$ 54,085</u>	<u>\$ 56,175</u>	<u>\$163,320</u>
<i>Requested for Board Meetings</i>				
Board Meeting	\$ 7,960		\$ 7,960	\$ 15,920
Executive Committee Meeting	2,535	2,535		5,070
	<u>\$ 10,495</u>	<u>\$ 2,535</u>	<u>\$ 7,960</u>	<u>\$ 20,990</u>

F. PROPOSED RESOLUTION FOR BUDGET APPROPRIATIONS
Resolution #A012

Resolved, the House of _____ concurring, and in accordance with Title 1, Canon 5, Section 4, **That the 70th General Convention appropriate \$680,037 for salaries and benefits for the Staff of the Archives of the Episcopal Church for the triennium 1992-1994; the division of these funds between the General Convention Budget and the Program Development Budget shall be determined by the Joint Standing Committee on Program, Budget and Finance; and be it further**

Resolved, in accordance with Title 1, Canon 5, Section 4, **That the 70th General Convention appropriate \$163,320 for the operating expenses of the Archives of the Episcopal Church for the triennium 1992-1994; the division of these funds between the General Convention Budget and the Program Development Budget shall be determined by the Joint Standing Committee on Program, Budget and Finance; and be it further**

Resolved, **That there be appropriated from the General Convention Budget \$20,990 for meetings of the Board of the Archives of the Episcopal Church for the triennium 1992-1994.**

G. APPENDIX - REPORT OF THE ARCHIVIST

Archivist's Report
to
The 70th General Convention
July 1991

I. Staff and Building

The Archives staff at the beginning of January 1991 consists of six full-time members. They are:

- Canonical Archivist - V. Nelle Bellamy, Ph.D.
- Administrative Deputy - May D. Lofgreen
- Processing Archivist - Leslie C. Gronberg
- Reference Librarian/Archivist - T. Matthew DeWalsche
- Computer Librarian/Archivist - Donald W. Firsching
- Microfilmer/Typist - Sylvia J. Baker

Mrs. Elinor Hearn, who has been responsible for reference work, cataloging and the processing of records, retired December 30, 1990. She has been with the Archives for twenty years. She will be fondly remembered by the many researchers for her assistance and for her seemingly endless patience in locating records for their projects. We wish her Godspeed as she retires to Minneapolis to be near her family.

The staff is a professional one with archival, library, historical, business and computer skills. We are beginning a computer catalogue and have hired a person to develop this project.

The Archives occupies the second floor of the library of the Episcopal Theological Seminary of the Southwest; this is about 8,000 square feet. In 1990 we paid \$19,000 to the Seminary for rent and utilities. Basically, we are a guest of the Seminary; through the years the Seminary has thus contributed generously to the Archival Program of the Episcopal Church.

Space is a problem for the Archives and the Seminary, with each of the parties requiring additional areas. The Archives is discussing with the national church offices ways to make optimum use of the 8,000 square feet allotted to it.

II. Statistics for June 1987, through September 1990

A. Researchers

The staff has answered 594 mail research requests and referred 287 requests to other repositories. One hundred twenty-eight researchers used the records; 79 were engaged in small research projects and 49 in more substantial ones. These researchers included university and college faculty, graduate students, as well as other students and persons with private projects; a small number were from outside the continental United States. The staff has furnished research for the offices of the Executive Council and the General Convention.

B. Use of Records

Statistics of materials used by researchers are: 759 books and pamphlets, 28 boxes of pamphlets, 779 volumes or boxes of periodicals or series, 133 biographical files and private papers/manuscripts boxes, 1,832 Diocesan Journals, 1,924 Record Group boxes and 81 of photos or audiovisual materials.

III. Accessions Received and Processed

A. Accessions Received

Sixty-seven file drawer-size transfer cases were received from the Church Center in May 1988. Seventy-four transfer cases and two cartons were received in October 1989 and additional records in 1990. In addition to the major shipments, other records have been deposited from the office in the Church Center. Among the records received are those of the Presiding Bishop, the House of Deputies, the House of Bishops, the officers of the Executive Council and committees, commissions, boards and agencies of the General Convention.

The Archives has also received books, pamphlets, periodicals, private papers, and archives of organizations related to the Church. All items received are recorded in an accessions ledger.

B. Accessions Processed

Thirty-four Record Groups have been appraised, arranged and cataloged.

IV. Projects

A. Funded by the General Convention

1. Microfilming of official records of the Episcopal Church

The General Convention provides funds for filming its official records. This is a security measure with a negative placed in another repository. The following Domestic and Foreign Missionary Society Records have been filmed since May, 1987:

Domestic and Foreign Missionary Society (DFMS): China Records, 1835-1951
DFMS: Brazil Records, 1854-1961
DFMS: Cuba Records, 1874-1962

- DFMS: Greece, Constantinople and Crete Records, 1826-1909
- DFMS: India Records, 1873-1952
- DFMS: Palestine Records, 1868-1890
- DFMS: Puerto Rico Records, 1870-1952
- DFMS: Virgin Islands Records, 1917-1950
- DFMS: General Historical Records, (Missions Office), 1899-1965
- DFMS: Letter books and Letter-press Books, 1820-1911
- DFMS: Executive Committee, 1821-1835
- DFMS: Domestic Committee and Foreign Committee. Secretary: General Agent's and Treasurer's Papers, 1835-1885
- DFMS: General Secretary and Treasurer, 1885-1919
- DFMS: General Convention Special Program, 1965-1974
- DFMS: American Churches in Europe and Miscellaneous Missions: Hong Kong, Jerusalem, Portugal and Caribbean Islands, 1871-1952
- DFMS: World Mission, United Thank Offering Grants, 1970-1980
- DFMS: Proceedings and Reports 1820-1918
- DFMS: National Mission in Church and Society. Human Needs Grants, 1980-1982

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

This program insures that records of administrative, legal, canonical and historical value are preserved.

B. Not Funded by the General Convention

1. The China Oral History Project

This project has been funded from private sources under the direction of a steering committee. Over fifty former China missionaries have been interviewed (most of the list is found in the 1988 report to General Convention). This project should be completed within the next two years.

2. Microfilming of Lambeth Conferences Proceedings

This project has been completed from 1867 through 1988 with the exception of the 1958 records, which should be filmed within the next year. The originals are in the Lambeth Palace Library and the Anglican Consultative Council offices. A loan copy of the film is available to Primates of the Anglican Communion through the Archives of the Episcopal Church. Funds from the Cameron Fund made this filming possible.

3. Records of the Anglican Consultative Council

The appraisal of these records has begun but is not moving forward due to lack of funds and staff. Filming of over 200 boxes of records would be too costly; therefore, appraisal is necessary. Again, monies from the Cameron Fund have made possible the beginning of this project.

V. Goals for the Triennium, 1992-1994

A. The most important goal for the Archives at this time is the preparation of a Computer Catalog for the holdings in the Archives. Eventually this catalog will be available on the Episcopal Church Network.

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B. Microfilming of the records of the Episcopal Church will continue and security copies will be deposited in a vault in Austin.

C. Review of the policies for Records Management and Appraisal in order to insure that appropriate records of administrative, legal, canonical and historical value are preserved is a never-ending task for an archives staff. Our staff will be involved in strengthening these policies.

D. The Archivist will encourage the sharing of information among the archivists of the Provinces of the Anglican Communion. Already there are close ties among the archivists of the Anglican Communion in Canada, the Church of England and the Episcopal Church in the United States.

Respectfully submitted,

V. Nelle Bellamy, Ph.D.
Archivist

January, 1991

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