

THE BOARD OF THE ARCHIVES OF THE EPISCOPAL CHURCH

www.episcopalarchives.org

MEMBERSHIP

Mr. John K. Cannon, <i>Chair*</i>	Southwest Florida, 2003, (deceased Dec. 15, 2002)
The Right Reverend Larry E. Maze, <i>Vice- Chair</i>	Arkansas, 2003
The Reverend Dr. Robert G. Carroon, <i>Secretary*</i>	Connecticut, 2003
Mr. R.P.M. Bowden	Atlanta, 2006
Mr. Mark J. Duffy*	<i>Canonical Archivist, ex officio</i>
Ms. Michelle A. Francis*	Western North Carolina, 2006
The Right Reverend Richard F. Grein*	New York, 2006
The Reverend John Kitagawa*	Maryland, 2003
Ms. Margaret D. Lewis	Washington, 2006
The Very Reverend Titus Presler	<i>Dean of ETSS, ex officio</i>
The Right Reverend James H. Ottley	Panama, 2003
The Reverend Canon Edward W. Rodman	Massachusetts, 2006
Mr. Newland F. Smith	Chicago, 2006

WORK SUMMARY

The purpose of the Board is to provide general direction for the Church Archives and to establish policies for its care and management. The Board oversees the work of the Canonical Archivist and represents the interests of the Archives in other venues of Church life. As of the publication of this report, the full Board will have held two meetings at the Archives in Austin. In addition, a meeting was held in Chicago of the full Archives Site Selection Committee, which includes several members of the Board and other representatives.

In this triennium the committee continued to work with the Archivist to resolve the space issue, to tie the development of a future Friends group to fundraising for a new archival building, to develop policies and guidelines for the archival preservation and management of electronic records, and to conduct its regular review of archival operations and planning. As a result of new funding in this triennium, the Board was able to receive new reports on the records management program, which is working to improve management of the paper and electronic records of the Episcopal Church Center, and to examine several innovative databases that have been launched on the Internet as part of the Board's priority to make institutional records available for education and mission.

The Board gave considerable time and attention to the task of locating new quarters for the Archives. This effort was supplemented by the work of the Archives Site Selection Committee, which included the members whose names above are given an asterisk (*) as well as the following representatives:

- Ms. Judy Dailey (National Archives and Records Administration)
- The Reverend Kenneth Kesselus (Executive Council)
- Ms. Patricia Mordecai (Executive for Administration, DFMS)
- Russell Palmore, Jr., Esq. (Executive Council)

A smaller executive committee headed by Mr. John Cannon conducted numerous conversations with potential partners. Several locations were examined with the strongest interest coming from the New Haven, New York, and Philadelphia areas. As of this report, however, no conclusive settlement on a future site has been reached. The delay in progress reflects our reluctance to act without regard to coincidental discussions that emerged in Executive Council on the relocation of the Episcopal Church Center and the possibility of a fundraising effort. Either of these events would have a profound impact on the direction or resources open to the Archives. The settlement of the headquarters issue in favor of remaining at 815 Second Avenue in late 2002 leaves the Board to consider raising funds in conjunction with a similar prospect that may yet arise from the Executive Council. In addition, new leadership at our current host institution, the Episcopal Theological

Seminary of the Southwest, has led to renewed interest in retaining the Archives in Austin and blending programs of mission and education.

The untimely death of the Board’s Chair in the midst of these negotiations brought sadness to all of us who have taken an interest in the mission of the Church Archives. John Kemper Cannon served as a member of the Board of the Archives since 1997. He immediately assumed leadership by crafting the Board’s discussions and policies in several areas that strengthened the Archives’ holdings. He negotiated with other Church agencies to try to reduce overlap in mission and stewardship of the Church’s historical documentation. He pursued various promising partnerships for the Archives even as the unpredictability of events held the rest of us in abeyance. His counsel, wisdom, fairness, and humor were valuable gifts that he freely gave in many Church venues. The Board and the staff of the Archives feel his loss acutely. We are ever grateful for the time he gave us and for his devotion to the Church’s spiritual and cultural heritage.

Financial Report for the 2001 – 2003 Triennium

Archives/Records Management Expenses

	<i>2001</i>	<i>2002 Projected</i>	<i>2003 Projected</i>	<i>Total Projected</i>
Salaries and Benefits (estimated)	\$424,022	\$511,369	\$501,298	\$1,436,689
Rent, Facilities, Storage	46,825	45,000	53,990	145,815
Operations	49,662	50,836	75,201	175,699
Information Services	35,919	61,976	48,860	146,755
Total	\$556,428	\$669,181	\$679,349	\$1,904,958

Board of the Archives Expenses

	<i>2001</i>	<i>2002 Projected</i>	<i>2003 Projected</i>	<i>Total Projected</i>
Non-Staff/Consultants	\$ 0	\$ 0	\$ 0	\$ 0
Administrative	0	128	500	628
Full Board Meetings	12,316	3,618	18,500	34,434
	\$12,316	\$3,746	\$19,000	\$35,062

Goals and Objectives for the 2001-2003 Triennium

The Board understands its mission as the education of Church and society about The Episcopal Church’s place in the shaping of a reflective, historical community. The specific goals for the coming triennium are to extend the content and reach of the digital archives of contemporary Church communications, but to add to these more description of the historical archives. The Board will work with the Archivist to find approaches to the difficult task of preserving access to non-current electronic records (including many of our diocesan journals) that are now being created by Church agencies exclusively as databases. Finally, the Board will continue to pursue plans for a permanent and adequate repository for the national Church Archives. The following budget was presented by the Executive Council.

BUDGET APPROPRIATION

Archives and Records Management

	<i>2004</i>	<i>2005</i>	<i>2006</i>	<i>Total</i>
Salaries and Benefits	\$512,069	\$530,317	\$549,364	\$1,591,750
Rent, Facilities, Storage	53,990	53,990	53,990	161,970
Operations	70,201	70,201	70,201	210,603
Information Services	30,160	30,160	30,660	90,980
Total	\$666,420	\$684,668	\$704,215	\$2,055,303

Board of the Archives

	2004	2005	2006	Total
Non-Staff/Consultants	\$ 7,500	\$ 7,500	\$ 0	\$15,000
Administrative	1,000	1,000	1,000	3,000
Full Board Meetings	12,000	12,000	9,000	33,000
Executive Committee	4,500	4,500	5,000	14,000
	\$25,000	\$25,000	\$15,000	\$65,000

Report of the Archivist

Archives, Mission and Memory

The stereotypical description of the church-going Episcopalian of the previous century was a person more interested in ritual than revelry. On any Sunday morning one could observe a service celebrated at either the traditional east end of the altar or a traditional high altar. The variation speaks to the local re-interpretations of a common liturgy, wherein a familiar sacramental re-enactment mysteriously invokes a corporate memory that each individual can, in time, tap into as part of an Anglican identity. As with the worship service, institutions sustain memories through the communication of texts, which are themselves the product of mundane but vital rituals. Prayer books, canons, pastoral documents, newsletters and magazines, and even websites are among the many ways that we collectively create a common spiritual home and individually re-enact our faith in and through the community.

The Church’s archival holdings are among the substantive historical objects that both manifest the story of our journey and propagate that story back into the mission of the Church today. Archivists of religion around the world were gratified when the Roman Catholic Church’s pontifical commission on the Church’s cultural heritage recently issued a formal call for preservation and opening of archives as a vital source for a “new evangelism.” We are reminded not only of the mission priorities that have found momentum in this triennium, but also of the ‘rootedness’ of the specific appeal in a history of domestic and foreign missionary activity. The Church Archives is part of the connectivity that sustains the institutional memory through the rituals of documenting, researching, managing, and communicating information into the system in anticipation of changing priorities. The increased use of the Archives in recent years by parish priests and educators, diocesan chancellors and committee members, church administrators, publishers, and seminary students gives us reason to believe that the Archives is contributing to a more knowledgeable discourse.

Several projects in this triennium have gone beyond everyday archival practice and have added qualitatively to the shoring up of our institutional memory. The Archives rose to the occasion of a sudden loss of key General Convention staff who were responsible for publishing the *Journal of Convention*. Being familiar with the *Journal’s* overall structure and design from repeated use in our historical research, the Archives could also bring to the task its knowledge of the legislative process by virtue of its on-site legislative support. The staff assumed the task in August 2001 and produced a finished volume by year’s end. It is by far the most accurate record of Convention proceedings to be produced in some time and demonstrates the value of redundant layers of knowledge in an organizational system.

The Archives faces the dual challenge of trying to make stored institutional knowledge available through electronic communication and managing new electronic assets so that they are available in the future. In 2003 the Archives published a re-designed website that included several keyword-searchable databases of resolutions and news stories. These digital archives were carefully edited and coded with an eye to delivering accurate and reliable data that can be easily migrated to future Internet operating environments. Related to this venture, and in response to *GC Resolution 2000-A016*, the Archives drafted a proposal for the evaluation, retention, and preservation of electronic records of the DFMS (i.e., principally the Episcopal Church Center offices). The policy proposal was delivered to the administration for review early in 2003. The proposal includes discussion points for clarifying the community’s assumptions and values, and recommendations for an ongoing involvement by the Archives in managing electronic records for future access. The outcome of

this work hinges on the will of the Church Center staff to coordinate the separate activities of current databases, legacy files, website publications, and related online communications.

In almost every programmatic aspect of its work, the Archives is limited by the space it currently occupies. While our investigation of alternatives continues, however, we celebrate the many expressions of trust that our private donors make in the stewardship of their personal papers and organizational records. The Archives will not relinquish its commitment to documenting and interpreting the Church’s history in its full diversity. Among the highlights of this triennium was the opening of a major exhibit, *The Church Awakens*, an examination of the civil rights movement within The Episcopal Church. While it covered the whole of the twentieth century, special emphasis was placed on the central role of the Episcopal Society for Cultural and Racial Unity (ESCRU). Over 88 document boxes of records of ESCRU have been donated to the Archives in recent years and, under terms of the transfer, were opened to researchers in 2000. The exhibit of photographs and documents covers over 500 square feet of wall space in the ETSS library. Eventually, the exhibit will make its way to the Archives’ website where it can support curricula and serve as a reminder of the dynamic and multi-dimensional nature of mission.

Research Services

The Archives’ research and reference services have responded to an increasingly eclectic mix of historical and contemporary information requests. The proportion of purely *historical* inquiries declined to 49 percent of the total in 2002; more individuals seemed to turn to the Archives for information on fairly recent (i.e., roughly the last 3 to 5 years) events and programs of the national and local church. That we are successful in helping people with their short-term memory in this way only adds to a reputation as a reliable and helpful source. As one of our Province IV cathedral deans commented after the staff hunted down a document he knew only vaguely by topic, “I was told *the Archives* is the place to go if you want to find an answer – quickly.” In this sense, the Archives is not unlike The Episcopal Church’s own research library of primary sources. The relative drop in historical inquiries may also reflect our ability to provide answers about General Convention resolutions through new online databases, although it is too early to tell, as the Internet can also create new interest and inquiry. The following table summarizes the number of assisted (i.e., substantive) research inquiries as well as other minor information requests and consultations.

	2000	2001	2002
<i>Assisted Research</i>			
Historical	858	890	658
Administrative	132	97	83
Contemporary	478	507	525
<i>Total – Assisted Research</i>	1,468	1,494	1,266
<i>Total – All Research and Archives Inquiries</i>	1,866	1,814	1,583

Extended research in support of administrative and program initiatives is now a common expectation of the Archives. In the past triennium, we reported for Church agencies and offices on such areas as the establishment and history of HIV/AIDS ministries, the gathering of parochial reports, the national ethnic desks, the Episcopal Church’s involvement in Native-American tribal re-settlement, the foreign missionary budget in perspective, the Church in Cuba and Liberia, and as well as numerous diocesan inquiries on bioethics, human sexuality, and war and peace. The Archives gave close to 30 consultations to parishes and dioceses in each year of the triennium. It should be noted that a range of 60-67 percent of our patrons in any recent year identified themselves as being Episcopalians.

The Archives also serves scholarly research of religion. The following list is a sample of works produced in the past three years based on research in the Archives.

- Article, Chinese University of Hong Kong. The Rev. H. N. Woo in the American Civil War
- Article, Episcopal Women’s History Project. Cynthia Wedel
- Dissertation, SUNY– Binghamton. Christian Socialism in the Episcopal Church
- Dissertation, Princeton Theological Seminary. Episcopal Mission to the Philippines
- Dissertation, Yale University. American Religion in the 1960s
- Dissertation, Princeton University. Deaconess Movement in Protestant Churches

Dissertation, General Theological Seminary. Baptism and Confirmation in the 1979 Prayer Book Revision
 Monograph, Zhongshan University, Guangdong. Mary Elizabeth Wood and the Modern Library in China
 Monograph, Nashotah House. Bishop Robert E. Terwilliger
 Monograph, American University. Cathedral Films and the Development of Religious Film Making
 Monograph, Independent. Civil Rights Movement in the United States
 Monograph, University of Western Australia. Joseph Jeffrey Walters and the Episcopal Mission to Liberia
 Monograph, Salem State College. The Reverend Samuel Farmar Jarvis
 Monograph, University of San Diego. St. Hilda's School for Girls, Wuchang, China
 Monograph, Church Divinity School of the Pacific. St. Margaret's House
 Monograph, Episcopal Divinity School. Windham House and Lay Women's Vocations
 Monograph, Independent. U.S. Grant's "Peace Policy" and the Episcopal Church's Indian Agents
 Monograph, Episcopal Divinity School. Episcopal Women and Christian Education
 Monograph, Independent. Revision of White & Dykman's Annotated Canons
 Monograph, Independent. Annie Craig Farthing, Missionary to Alaska
 Play, Independent. Juliet Thompson and the Reverend Percy Stickney Grant

Acquisition of Archives

The Archives acquired 339 cubic feet (representing 360 accessions) of historical records to the Austin repository in the three-year period 2000-2002; an additional 858 cubic feet of archives and records were accessioned into an enlarged records center in the Episcopal Church Center. The Archives now sends to warehouse storage at least as much as it takes into the Austin repository, where papers of individuals, organizational records, and special collections are principally housed. In the same period, 422 cubic feet of records were transferred to a privately owned, offsite facility. We have exhausted our supply of security copies and less important materials and are beginning to store valuable historical records in space that is not environmentally protected or conducive to research. This situation will have to change in the coming triennium.

A number of remarkable collections have been added to the Archives' holdings. Special mention is made of several collections that offer considerable insight into the Church's changing identity and its voice in the public forum. In the first case, the Church's development of Hispanic ministry is documented by the Records of the Instituto Pastoral Hispano, c.1977-1998. The struggle for parity in the treatment of women is captured in the papers of Wyndham House dean and educator, Dr. Helen Turnbull (papers 1939-1990), and the collections of Sally Mitchell Bucklee (papers 1974-2001), a prominent lay leader in the transition to greater access for women to ministerial leadership. An important collection of ecumenical reports and work papers, particularly relating to ARCIC, were donated by Bishop Arthur Vogel. Foreign mission is well documented in the Papers of Charles Henry Long, Jr., 1947-1998, who was a locus of communication among former missionaries and who recognized the centrality of foreign mission to the Church's domestic health. In the area of social ministry, the Archives was chosen as the repository for two key collections that document advocacy for human rights from a Christian standpoint: the Records of the Episcopal Appalachian (People's) Ministries, 1960-1997, and the Papers of the Reverend Seiichi Michael Yasutake, c.1964-2000. We are grateful for these and for the gifts of all our donors. A list of the significant acquisitions of personal papers, organizational records, and special collections since 2000 can be found on the Archives' website (episcopalarchives.org).

The Archives began a preservation project in 2000 to acquire through microfilm or other means copies of diocesan newspapers. These primary records are the principal source of news on parish beginnings, diocesan events, outreach programs and ministries; indeed, the Church's response to all forms of human need and community building can be found in these pages. As of this report, the following diocesan newspapers, most of which were filmed at little or no cost to the diocese, have been added to the national Church Archives.

California	<i>Pacific Church News</i> , 1861-2000
Central Pennsylvania	<i>The Churchman</i> , 1911-2000
Connecticut	<i>Connecticut Churchman/The Good News</i> , 1906-2002
El Camino Real	<i>The Mission Bell</i> , 1981-1992
Iowa	<i>Iowa Churchman</i> , 1877-1973
Minnesota	<i>The Minnesota Missionary</i> , 1879-1967

Missouri	<i>The Interim</i> , 1870-1989
Oklahoma	<i>The Oklahoma Churchman</i> , 1891-1964
Quincy	<i>The Light/The Harvest Plain</i> , 1935-1998
Texas	<i>The Mission Record/Texas Churchman</i> , 1873-1988
West Texas	<i>Church News</i> , 1883-1976

Processing and Preservation of Holdings

The organization of archival records, including the preparation of inventories, finding aids, and indexes, is a labor-intensive process, without which the knowledge contained in the records cannot be tapped. The Archives benefits from the availability of nearby University of Texas students who assist the curatorial staff in arranging, describing, and caring for the physical record. Several of the foreign mission collections – remarkably important research collections to the Church as well as for students of the humanities and social sciences – were re-organized as a result of a multi-year effort to replace decaying paper documents and to re-house the material in archival folders and containers.

A total of 438 cubic feet of records were processed at some level of detail in the three-year period. Finding aids were created for 336 cubic feet of new material, which is very close to the volume of records received into the Archives in the same period (339 cu.ft.). As a result of the processing, the Archives was able to discard over 115 cubic feet of obsolete records, thus recovering valuable storage space. Of special note is our attempt to capture, inventory, and preserve a complete run of all diocesan convention journals as required by the Canons. These annual reports are an invaluable source of information and statistical data that are gradually (and without much thought about future access) being issued only as electronic web versions. The following archival collections have been newly processed and opened for research.

- Alexander Boyd Andrews Prayer Book Collection, 1710-1929, 382 vols.
- Prayer Book and Liturgy Collection of the Church Archives, 1667-1989, 597 vols.
- The Records of the North Conway Institute, 1950-1999, 72 cu.ft.
- DFMS. Missionary Personnel and Correspondence Files, c.1890-1970, 49 cu.ft.
- Diocesan Convention Journals, Canonical Deposit Collection, 1790-2000, 896 volumes
- Records of the Episcopal Church Mission in China, 1839-1954, 49 cu.ft.
- Records of the Episcopal Mission in the Philippines, 1898-1963, 12 cu.ft.
- Records of the Girls' Friendly Society of the USA, 1860-1986, 12 cu.ft.
- Records of the Board of Foreign Parishes, 1859-1992, 10 cu.ft.
- Papers of Emeline Bowne, Missionary to China, 1902-1986, 4.3 cu.ft.
- Papers of the Right Reverend Daniel N. Corrigan, 1931-1989, 1.0 cubic foot

Digital Archives and Records Management

The records management program at the Episcopal Church Center was staffed with a professional archivist beginning in March 2000. As a result, significant progress has been made to regularize the flow of records from Church Center offices. The archivist in New York has been able to work with office staff to improve information systems and record-keeping in general, and to make a large dent in years of backlogged records stored throughout the building. The Archives inventoried over 270 cubic feet of records held in storage and isolated several hundred cubic feet of records for destruction, and completed 15 records retention schedules that will guide us in the future disposition of noncurrent records. A notable development is the creation of a manual to aid the record keeping processes of the General Convention in 2003. The New York office was instrumental in creating the electronic records policy proposal that could become the basis for managing the growing accumulation of database records.

A special source of satisfaction in this triennium is the creation of several innovative and promising applications for online access to vital information of the national Church. The conversion of paper documents

to a digital archive requires careful, quality-controlled attention to re-producing accurate, authentic data, and, where possible, offering more complete data than is currently available in any one place in paper form. Searchable databases of digital archives have been created for the following resources on the web:

The Acts of Convention, 1976-2000
The Resolves of Executive Council, 1976-2000
The Living Church Archives, 1995-2000
Episcopal Press and News, 1976-2000

A primary concern for the Archives is to create a digital record that is not only faithful to the original, but can also be easily migrated to new operating environments that may yet emerge through the Internet. In the final year of the triennium, the Archives will turn to publishing descriptions of its historical holdings.

Acknowledgment

The Director wishes to acknowledge the contribution of the professional staff, whose talents have made the Archives a welcoming place for our constituents and a more valuable resource to the Church than it has ever been: Sylvia Baker (Technical Archivist), Jennifer Dunbar (Administrative Deputy), Maribeth Betton (Archivist for Access and Collection Management), Caroline Higgins (Records Management and Information Services Archivist), and Jennifer Peters (Research and Public Services Archivist). Several part-time employees, especially Amy FitzGerald, Enrique Parada, Yogi Patel, and Melany Tovar, have worked for several years in the Archives and have enriched us by their intelligence and good spirit.

Mark J. Duffy

Canonical Archivist and Director

January 17, 2003

Resolution A001 Budget Appropriation for the Archives of the Episcopal Church

1 *Resolved*, and in accordance with Title I, Canon 5, Section 4, That the 74th General Convention
2 appropriate approximately \$1,591,750 for salaries and benefits for the staff of The Archives of the
3 Episcopal Church for the triennium 2004-2006; the allocation of these funds within the Canonical budget
4 shall be determined by the Joint Standing Committee on Program, Budget and Finance; and be it further
5 *Resolved*, in accordance with Title I, Canon 5, Section 4, That the 74th General Convention appropriate
6 \$463,553 for operations, site and facility, and information services expenses of The Archives of the
7 Episcopal Church for the triennium 2004-2006; the allocation of these funds within the Canonical budget
8 shall be determined by the Joint Standing Committee on Program, Budget and Finance; and be it further
9 *Resolved*, That there be appropriated from the Canonical budget of General Convention \$65,000 for
10 meetings and expenses of the Board of the Archives of the Episcopal Church for the triennium 2004-2006.