Diocese of Eastern Newfoundland and Labrador

Anglican Church of Canada

Manual for Parish Archivists
Manual for
Parish Archivists
in the
Diocese of Eastern Newfoundland and Labrador
2009 ©

compiled by Julia Mathieson
Honorary Diocesan Archivist
1999-2009
The Diocese of Eastern Newfoundland and Labrador Archive, founded in 1987, holds the records of the Diocese and many documents that date back to the establishment of the Diocese of Newfoundland in 1839. In fact it contains the history of the Diocese and the parishes. Archival work is very important as a reference point as we plot a course for the future.

The Archives Manual put together by Julia Mathieson, Honorary Diocesan Archivist, (recently retired) will be helpful to us as we continue her good work. I commend this Manual to you as a necessary tool to help us record and tell the story of God’s love in our Diocese.

Our Archives Committee has been extremely helpful in assisting in the development of our work together. The Deaneries were represented on this Committee. My thanks to them for their participation.

On behalf of the whole Diocese I want to record our thanks to Julia for her outstanding work with the Archives.

"Of all national assets
archives are the most precious;
they are the gift of one generation
to another
and the extent of our care of them
marks the extent of our civilization."

Arthur G. Doughty, Dominion Archivist 1904-1935
The Canadian Archives and its Activities. Ottawa, 1924.
# Table of Contents

Bishop’s Message 3  
Author’s Note 5  
Brief History of the Diocese 6  
Brief History of the Diocesan Archive 6  
Why have an Archive? 8  
Getting Started 9  
Mandate and Governance 11  
Rules and Regulations 11  
Care and Handling of Archival Material 12  
Disaster Planning 12  
Policy Concerning Care of Parish Registers 12  
Policy on Access to Registers 13  
Privacy Matters 13  
Policy on Copyright and Permission to Print 13  
Digitization and Use of the Internet 14  
Where to find help and Training 15  
Where to buy Archival Supplies 15  
Some Useful Internet Sites 15  
Acknowledgements 16  
Appendices 17

A.....................Directive for Parish Archives  
B.....................Policy Concerning Care of Parish Registers  
C.....................Policy on Access to Registers  
D.....................DENLA Mandate and Governance  
E.....................Public Use Policy  
F.....................Reference Room Rules  
G.....................Permission to Publish Policy  
H.....................Parish Records Retention Guide

Glossaries  
Archival Terms 28  
Ecclesiastical Terms 29
Author’s Note

After ten years as diocesan archivist in the Diocese of Eastern Newfoundland and Labrador and six years as archivist at the Anglican Cathedral of St. John the Baptist, I have acquired much experience. I write this guide in the hopes of passing on that experience to parish archivists who may be beginning a vocation in a parish archive. Also to support those who already know the trials and tribulations that come with such an appointment. It is intended as an overview and guide to archives.

My archival career began in 1997 following completion of a BA at MUN. The Dean of the Cathedral asked if I would like to take on the task of archivist at the Cathedral and I readily agreed. It was my good fortune that the Association of Newfoundland and Labrador Archives was about to give its annual Basic Archive Studies Course. That got me off on the right foot and knowing that help was close at hand, I began my work. Bishop Harvey asked me to become the Diocesan Archivist in 1999 and the appointment was made in July. Between the two appointments I executed what turned out to be 13 years of dedication to archives. During those years I never stopped learning as I attended seminars and conferences, in order to upgrade my knowledge and skills. Along the way I met archivists on a provincial and national scale at Annual Meetings. I am grateful to all of them for their interest and assistance from time to time.

I have thoroughly enjoyed my years at the Cathedral archive and the Diocesan archive and leave knowing that I have made a significant improvement in the archives I was privileged to care for. My hope is that those following after will have an equally enjoyable experience. If this manual should help as a guide, then I will be happy, for that is my intention.

I take this opportunity to thank those who supported me throughout, Bishop Harvey, Bishop Pitman, Dean Bellamy, Archdeacons Kellett, Pitman, Moulton, Peddle and Tilley and all the clergy with whom I crossed paths. The staff at the Diocesan Synod office were always there to offer support and over the years I have had seven volunteers who worked at a variety of tasks and whose time was greatly appreciated. There were also the volunteers who served on the Archive Committee offering their support. And, of course, an archive would have no purpose were it not for the researchers. I met many people that way, some of whom have become special friends.

Julia Mathieson, R.N., B.A.
July 2009
Brief History of the Diocese

The Diocese of Newfoundland was granted diocesan status by Queen Victoria in 1839. Previous to that the Dominion of Newfoundland was governed by the Diocese of London, England. Prior to receiving diocesan status naval chaplains visited the port of St. John’s but in 1701, in response to a petition, the Rev. John Jackson was appointed to live in and serve the city of St. John’s and its people. In 1787 the Diocese of Nova Scotia became responsible for churches in Newfoundland. In 1839 Bishop Aubrey Spencer became the first Bishop of the Diocese of Newfoundland. Bishop Spencer’s Episcopal jurisdiction included Bermuda until 1917 when Bermuda was granted its own diocesan status.

In 1949 the Diocese of Newfoundland joined the Anglican Church of Canada. In 1976 the diocese was divided into three dioceses, the Diocese of Eastern Newfoundland and Labrador, the Diocese of Central Newfoundland and the Diocese of Western Newfoundland. This is the current situation. The three dioceses share matters of common interest and need through the Joint Committee which is currently centered in Gander. The Diocese of Eastern Newfoundland and Labrador has 37 parishes on the Avalon Peninsula and in Labrador. Bishop Pitman is the 11th bishop of this diocese.

Brief History of the Diocesan Archive of Newfoundland and Labrador

The Diocesan Archive was established at the Synod in 1987. Rev. Rex Kearley was the first person who spent time arranging and organizing the archive holdings. Several contract archivists spent short periods of time processing the material and Mr. Newton Morgan cared for the archive for a number of years until his retirement in 1997. I became the honorary diocesan archivist in 1999 at the invitation of Bishop Harvey.

The archive holds many valuable documents that tell the story of the Diocese of Newfoundland as it was from 1839 to the present. In 1976 when the Diocese of Newfoundland was divided into three, certain documents that pertained to the other two dioceses were transferred to Corner Brook and Gander, the homes of the Western and Central Dioceses. The Diocese of Eastern Newfoundland and Labrador (DENLA) retains a number of documents pertaining to the other dioceses. These are mainly Land Grants and Deeds and accompanying correspondence.

The Archive is located at the Synod office building and is open only on days when the archivist is in the office. It is always best for researchers to make an appointment to visit the archive. For further information please contact the Diocesan Archivist of the Diocese of Eastern Newfoundland and Labrador at 19 King’s Bridge Road, St. John’s, Newfoundland , A1A 3K4, phone (709) 576-6697 or email at archives@anglicenanl.net
### Bishops of the Diocese of Newfoundland

<table>
<thead>
<tr>
<th>Bishop</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aubrey George Spencer</td>
<td>1839-1843</td>
</tr>
<tr>
<td>Edward Feild</td>
<td>1844-1876</td>
</tr>
<tr>
<td>James Butter Knill Kelly (Coadjuter Bishop)</td>
<td>1867-1876</td>
</tr>
<tr>
<td>James Butter Knill Kelly</td>
<td>1876-1877</td>
</tr>
<tr>
<td>Llewellyn Jones</td>
<td>1878-1917</td>
</tr>
<tr>
<td>William Charles White</td>
<td>1918-1942</td>
</tr>
<tr>
<td>Philip Selwyn Abraham</td>
<td>1942-1955</td>
</tr>
<tr>
<td>John Alfred Meaden</td>
<td>1956-1965</td>
</tr>
<tr>
<td>Robert Lowder Seabor (Coadjutor Bishop)</td>
<td>1965</td>
</tr>
<tr>
<td>Robert Lowder Seabor</td>
<td>1965-1980</td>
</tr>
</tbody>
</table>

### Bishops of the Diocese of Eastern Newfoundland and Labrador

#### Newfoundland and Labrador

<table>
<thead>
<tr>
<th>Bishop</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Lowder Seabor</td>
<td>1976-1980</td>
</tr>
<tr>
<td>Martin Mate</td>
<td>1980-1991</td>
</tr>
<tr>
<td>Donald Frederick Harvey</td>
<td>1991-2003</td>
</tr>
<tr>
<td>Cyrus Pitman</td>
<td>2004-</td>
</tr>
</tbody>
</table>
Why have an Archive?

The purpose of an archive is to preserve and maintain the permanent non-current records of an institution, either a Diocese or a Parish, as well as other historical and personal materials collected by that Diocese or Parish. It is also to preserve materials donated by individuals within the organization as long as the items fall within the archive’s mandate.

The Diocesan archive exists to collect, arrange, describe, conserve and preserve the permanent records of the diocese and to make them accessible to the public. Diocesan Archives encourage the preservation of all aspects of the Diocesan’s heritage. The archive is the keeper of that corporate memory.

The Parish archive holds the memory of that particular parish, its creation, history, building and all the services that take place over the years as well as the minutes of committee meetings, registers of baptism, marriage, burial and confirmation.

The Diocesan archive differs slightly from a parish archive in that it holds parish material as well as diocesan material. The Parish is not expected to keep material of a diocesan nature unless it refers directly to the Parish operation. Some materials, such as completed registers from all the Parishes, are to be deposited in the diocesan archive for safe keeping. This is a policy established first by the Primate and the National archive in 1975 and adopted as a policy of DENLA.

The Parish Archive is governed by Canon V of the Synod Constitution. The duties of a parish archivist are as follows;

- to form an archive committee to ensure the involvement of parishioners and other interested parties;
- to liaise with the Diocesan Archive Committee in following any policies or procedures for the operation of Parish Archives;
- to carry out the work of the Parish Archives as needed with particular attention to the preservation of congregational and parish records as well as other significant documents, pictures and artifacts (Canon V, page 20)

There are several essential criteria for the operation of an archive: a mandate, staff, some funding, space and policies.

- An archive should be established by a recognizable institution which can insure care of and continuity of the collection.
- An archive must have a mandate to define the purposes and rules by which the archive operates.
- An archivist must be appointed to care for the documents placed in the archive. Documents do not look after themselves.
- Space must be provided by the institution. The space could include an archive holding area, a work space for the archivist and a user space for researchers.
- Some funding must be available to pay the cost of supplies.

The documents in the archive must be available for researchers. A few may be restricted.
Getting started

Once an archivist has been appointed he/she must get to know the archive. One of the first things to be done is to read both the Diocesan Synod Constitution and Canon V which refer to Parish archives. Both of these documents are on the Diocesan web site. See web site at the end of this manual. These documents list the duties expected of a parish archivist. Then I advise taking an Inventory of the registers, documents, books, photographs and papers handed into your care. The documents that have been amassed by the Parish, the rector, the Vestry, the secretary, the presidents of committees, Sunday School – all of these will be part of your inventory. This inventory will eventually become the basis of your Finding Aid. Parish archives are made up of documents and registers and vestry books and all administrative minutes of the parish, vestry, and committees. Please refer to Appendix A for a list of documents that a parish should collect.

Attending the Association of Newfoundland and Labrador Archives (ANLA) Basic Studies Course is a great way to start.

Often questions are asked about how long certain documents should be held and whether by the parishes or the diocese. Appendix H is a useful guideline for retention of records of all kinds. I encourage you to read it carefully and discuss it with the Rector of the Parish. It is a particularly useful document and a basis for Records Management in church organizations.

Once you have a list or inventory, you know approximately how much space you will need to house these documents. If you have the luxury of planning the space, plan it twice as large because your holdings will increase.

All registers of Baptism, Marriage and Burial should be kept in a secure place. These registers contain vital statistics and information of a personal nature. The originals are to be housed in the Diocesan archive and photocopies maintained by the Parish. Please refer to the Policy on the Care of Parish Registers (Appendix B). This secure space can be in a vault or, in the absence of a vault, a simple filing cabinet with a lock. As the volume of documents grows, you will need a separate room with a lock.

- The archive room must have metal shelving. Avoid wooden shelves, as wood attracts termites and you do not want them eating your precious documents. It is much harder to get rid of termites than to prevent them in the first place.
- The room should be free of overhead water pipes and windows.
- It is preferable to have a separate space to work but somewhere near to the archive holding area. If the archive is large enough you could have a desk in that space. You do need a fair size table on which to spread out the documents you may be working with. And you need access to a computer.
• **NEVER have food or drink in the archive space at any time.** Food attracts insects and vermin and liquids can spill onto documents. Both cause damage which will be permanent.

Here is a list of items you will need to start and that you will use regularly:

- **cotton gloves** – Gloves are essential for handling original documents. This is because human hands have oils in their skin and can leave marks. Care does need to be taken in order to ensure long term preservation of all documents. Cotton gloves can be purchased in drug stores for very little money.
- **staple remover** – Metal staples and paper clips must be removed as they cause rust marks to appear on documents over time.
- **acid free file folders** – to form a buffer zone and provide maximum protection around documents.
- **acid free tissue paper** - for wrapping or interleaving between documents and other materials to be stored.
- **acid free archive boxes** – lightweight and strong boxes that prevent acid migration.
- **labels** – to label boxes on storage shelves for easy identification.
- **scissors** -
- **pencils (no pens please)** – no. 2 soft lead are recommended.
- **log book**, for recording the hours spent by yourself and by researchers in the archive and as a record of what you do from day to day. This is valuable when applying for money and/or writing an annual report.
- **computer** – for recording and easy access to the Finding Aid.
- **access to a telephone** – preferably one in the archive office.
- **access to photocopy machine**

Early on I would advise the archive to join the Association of Newfoundland and Labrador Archives headquartered in St. John’s. This association, known by its acronym ANLA, is a main source of knowledge and of access to funding. The cost is $25 per year at the time of printing. The benefits are priceless.
Mandate and Governance

Every archive should have an Archive Committee, in fact, it is a requirement of Canon V of the Synod Constitution. This committee should meet periodically. Its purpose is to oversee the administration of the archive, to set guidelines for use of the archive and to encourage knowledge within the parish. All meetings must keep minutes and document decisions.

A mandate is essential. Appendix D has the mandate adopted by the Diocesan Archive. A similarly worded mandate can easily be adapted for a Parish. The Governance is the organization to which the archivist is responsible, i.e. the Parish.

Rules and Regulations

Every archive needs rules and regulations by which it operates. These should be printed out and be read by all visiting researchers before any work is started. The archivist can prepare the rules and regulations and present them to the Archive Committee and then to the Rector for approval. The archivist is responsible to the Rector of the Parish.

The Diocesan Reference Room Rules and Public Use Policy are listed at the end of this manual (Appendices E & F). A similar set may be adopted for each parish. Similarly the order of arranging the archive may follow the outline of the diocesan archive. It is an efficient method.

The Diocesan Synod fonds level description has been arranged under the following headings and offer them here as a method for parishes to follow. Only the first four apply to a Parish archive;

100 General Administration and Boards and Committees
200 Related Organizations
300 Collections (photographs, maps, architectural drawings, printed material)
400 Individuals (Clergy, wardens)
500 Regional Deaneries
600 Parishes

The structure and form of the entries follow the Rules of Archival Description (RAD). This description is used nationally. I recommend a copy of the ANLA Resource Binder for Small Archives, 1998, for your use.
Care and Handling of Archival Material

All material that is accepted into an archive is considered a permanent record of an organization, in this case, a parish, and requires delicate handling and proper storage in acid free materials and boxes in order to preserve it for the future. It is the responsibility of the archivist to adhere to archival practices because the archivist is the custodian of the material and holds the material In Trust for the parish.

Disaster Planning

Every archive aught to have a Disaster Plan. No one expects a disaster but they do happen and it is far better to be prepared. This may mean, simply, that you have an alternate space to house your documents in case of need, and access to a freezer for wet documents. There should be a list posted in the Parish office of who to contact and also for outside help when such a situation occurs. ANLA would be the first call. A spare key to the archive holding area should be accessible to a staff person. A fire extinguisher should be close to the archive space. A simple way to identify the most precious documents in the archive, these to be evacuated first, would be to mark the boxes with a red dot. Be sure to keep a log of events.

ANLA and some of the larger archives in St. John’s as well as the Provincial Conservationist can lend advice and assistance. They also have access to freezers. Different materials require different care to ensure their long term survival. It is highly recommended that the archivist or a staff member attend a seminar on disaster planning.

Policy Concerning Care of Parish Registers

Of special concern are the registers of Baptism, Marriage, Burial and Confirmation. The diocese has a separate policy concerning the care of parish registers. Please refer to Appendix B. This policy can be found in the Synod Constitution as Policy 11.

These registers are a permanent record of the sacraments of Baptism, Marriage, Burial and Confirmation and fall under the rules of privacy and confidentiality. These rules are not to be taken lightly. They have been drawn up to protect the individuals whose names appear on the pages. Changes to what is recorded cannot be made in the register. If an error is noted, a letter stating the corrections can be inserted into the register at the appropriate page to alert future researchers. No scotch tape please.


Policy on Access to Registers

Access to these registers and the information contained in them is also a responsibility of the archivist. The diocesan policy is noted in Appendix C. This policy should be followed by all Parishes in this Diocese.

Policy on Copyright and Permission to Print data from an Archive

Copyright consists of the legal protection of the rights of authors of published and unpublished works. Works can come into the public domain after a certain length of time. At this time, 2009, any photograph previous to 1949 is in the public domain. For most other material the general rule is that copyright lasts for the life of the author, the remainder of the calendar year in which the author dies, and 50 years following the end of that calendar year. Therefore, protection will expire on December 31 of the 50th year. After that, the work becomes part of the public domain and anyone can use it. Some specialized media have different copyright rules: researchers should be encouraged to consult the Copyright Act (Revised Statues of Canada C-30).

Permission to copy from a book or document in the Parish archive or to print a photograph for publication may not be given or may be given under certain terms. The use of works for purposes of private study, research, criticism, review or news reporting is not considered to constitute infringement of copyright: this limited use is referred to as “fair dealing”.

If copyright exists, permission to copy for publication, display or internet use must be obtained from the copyright holder. It is the responsibility of the researcher to obtain copyright permission. The person or organization must be recognized as the author of the work in the publication or exhibit: often this is all that is required. The diocese has a policy which is listed in Appendix G.
Digitization, Access and Use of the Internet

Digitization is the buzz word these days but some caution needs to be taken before plunging in. People like to think that everything should be digitized, but this is simply not true. Certainly digitizing some part of the archive holdings is helpful, like photographs for instance. Many people want to digitize the Registers for ease of accession. If this is done, access to this disc should be restricted to the Rector, the archivist and possibly the office staff. A researcher may be given permission to access the disc but only under supervision and the disc should be a “Read Only” document, so that it cannot be changed. Browsing may be permitted but permission to copy in full is forbidden. A Parish policy is needed. The use of a computer, aside from the office computer, will be needed.

Then there is the question of the Internet. It is one thing to digitize some documents for ease of handling and reference by the staff and quite another matter to put things on the internet. It is far too easy for information to go astray, and much of this information is personal and therefore subject to privacy rules. Any Parish considering digitization must think the process through thoroughly. Technology changes frequently and discs will need to be updated every few years. This costs money. The discs cannot be lent to third parties. As soon as this is done, control of the information has gone and you could be liable. See Appendix B. The original must be kept. You cannot put everything on discs and throw the originals away. Therefore you must store both. This could create a space problem.

The overall word here is caution. Consult ANLA for updates on national and provincial policies.

Privacy Matters

There are legal, ethical and practical perspectives on the right to privacy. Every individual has a constitutional and a common law right to privacy. In Newfoundland Bill 49, part IV governs the Protection of Privacy. Categories of personal information include an individuals name, address, telephone number, age, religion, sexual orientation, colour, identification numbers, health care status and more. An archivist, because he or she holds registers with personal information should familiarize himself/herself with the basic laws concerning privacy and confidentiality. The Primate of Canada set out a directive concerning Care of Registers in 1995. The Diocese of Eastern Newfoundland and Labrador has adopted a similar Policy about the care of registers and access to them. See Appendix B and C.

All policies should be reviewed every year or two and updated if necessary.
Where to find help and training

Assistance is available from several sources. The Association of Newfoundland and Labrador Archives (ANLA) is the professional body for archives in this Province. Membership is $25 a year. ANLA offers a Basic Archive Course every year as well as several seminars throughout the year on different archival topics. I encourage Parish archivists to avail of these seminars. Many of the larger archives in St. John’s will also give assistance where possible. The archive community meets periodically through the year. Financial assistance can be obtained from various government grants. To avail of these grants an archive must be a member of the parent body (ie. ANLA).

Where to buy Archival Supplies

Some supplies can be purchased in St. John’s others from away. Cotton gloves can be found in drug stores. Kelly’s on Golf Avenue sells soft pencils, no. 2 are recommended, and double sided tape. For supplies of archival boxes and file folders Carr McLean has a large selection and fast service. Carr McLean is located at; 461 Horner Avenue, Toronto, ON, M5W 4X2 phone 1-800-268-2123; fax 1-800-871-2397 email Sales@carrmclean.ca web site http://www.carrmclean.ca

ANLA can advise re other companies.

Some Useful Internet Sites

Anglican Church of Canada – www.anglican.ca
Association of Newfoundland and Labrador Archives (ANLA) - www.anla.nf.ca
Diocese of Eastern Newfoundland and Labrador – www.anglican.nfol.ca
Provincial Archives of Newfoundland and Labrador –www.therooms.ca/archives
Acknowledgements

I owe my thanks to several people for their comments and suggestions for improvement of this Manual:
To Mary Ellen Wright, Public Development and Outreach Officer of the Association of Newfoundland and Labrador Archives, for reading this manual and suggesting improvements. I appreciate her assistance and friendship over these 13 years.
To my husband who read the final draft with his keen eye and attention to detail and for suggesting several other improvements.
To Elizabeth Crisby, Diocesan Office assistant, for her cheerful assistance with things technological.
To Jenny Seeman, my assistant for the past year, who has offered invaluable help in many ways, and to whom I owe my heartfelt thanks.
To Ken Tulk, contractual archivist, for permission to reprint the Glossary which was originally printed in the Guide to Archives of the Diocese of Eastern Newfoundland and Labrador, 1998, compiled by Mr. Tulk.
To the Diocese of Toronto Archives and Jenny Seeman who each gave permission to reprint Parish Records Retention Guidelines, 2006
Appendix A

Diocese of Eastern Newfoundland and Labrador
Directive for Parish Archives

The purpose of an archive is to preserve and maintain the permanent, non-current records of the Parish as well as other historical and personal materials collected by the parish.

Also to preserve materials donated by individuals as long as the items fit the archive mandate for collection.

And to make materials available for research.

Parish records to collect:
- Registers of Baptism, Marriage, Burial and Confirmation
- Vestry Minutes
- Vestry Book
- Annual Reports
- Financial records of the Parish
- Photographs
- History of the Parish
- Weekly Bulletins
- Minutes of all parish committees
Appendix B

Diocese of Eastern Newfoundland and Labrador
Policy Concerning Care of Parish Registers

Parish registers are the responsibility of the parish in which they reside while they are in use. When complete they are to be delivered to the diocesan archive for safe keeping. It is then the responsibility of the diocesan archivist to care for them. The diocesan archivist will provide care for the completed registers and maintain the integrity of the records.

Baptisms, Marriages and Burials are public acts. Parishes and the Diocese hold the records of the acts in trust for the participants and for the whole church and are thereby responsible for maintaining the integrity of the records. While the services of baptism, marriage and burial are public acts, access to the records is controlled by the authorized archivist.

Offers by third parties to do free copying of parish registers are to remain under the control of the diocese or parish and are not to be distributed to other repositories or researchers. The National Anglican Church Policy forbids the duplication of registers for circulation and/or profit.

It has happened that a researcher may ask the archivist to copy several pages or a whole book/registry for his/her research purposes. This gives the researcher unlimited access to records. This is prohibited.

Privacy and confidentiality are of extreme importance and not to be taken lightly. As soon as a register is given to a third party for copying, there is no longer control of those records. The diocesan policy forbids information from parish registers being posted on the Internet.

The diocese will not be responsible for doing extensive genealogical research or creating certificates. This task of issuing certificates is a parish responsibility except where the diocese holds the only records.
Appendix C

Diocese of Eastern Newfoundland and Labrador
Policy on Access to Registers

The Diocesan Archives of the Diocese of Eastern Newfoundland and Labrador holds registers of baptism, marriage and burial. These registers contain personal information and are therefore subject to certain privacy considerations. The Diocesan Archives takes into account provincial and federal privacy legislation and requests that researchers understand the following access restrictions to these registers.

Specific information may be requested from the registers, and the registers may be browsed in the archive under supervision. Any copying of information from the parish registers is at the archivist’s discretion. Identification may be requested before access to the registers is permitted. If a researcher is requesting to see the registers on behalf of a third party, the archivist may request a letter of proof that the search has been approved by the subject of the record. In other words, have the family given permission to have the records searched?

The archives takes a person’s privacy seriously and for this reason the registers of Baptism are closed going back 90 years, Marriage back 60 years and Burials back 30 years. This is to protect the individual and his/her descendants. The archivist may make an exception in special circumstances.

Baptismal and Marriage certificates are available at a cost of $5. Research fees are $25 if the research is to be done by the archivist.

The archivist may refuse access to the registers at his/her discretion.
Appendix D

Diocese of Eastern Newfoundland and Labrador
Mandate and Governance

Mission Statement:
The Diocese of Eastern Newfoundland and Labrador Archive (DENLA) is dedicated to the acquisition and preservation of archival material related to the history of the Diocese, including the old Diocese of Newfoundland and that of the Diocese of Nova Scotia prior to 1839.

Statement of Purpose:
DENLA exists to collect, arrange, describe, conserve and preserve the permanent records of the Diocese, and to make them available upon request, with the exception of some restricted material, to creators, donors and researchers. The archive encourages the preservation of all aspects of the diocesan heritage, including the work of Diocesan committees and organizations that are no longer active.

Governance:
The Archive is responsible to the Diocesan Synod.
Appendix E

Diocese of Eastern Newfoundland Labrador
Public Use Policy

The Diocesan Archive will be open to the public from 9:30 to 12:30 on Tuesday and Friday mornings. The Archive is closed in August.

In order to use the Archive, all researchers must register, read the archive rules and complete the form provided. Permission to use the archive does not include permission to make facsimile reproductions of any document.

Researchers must make a formal written request for permission to use restricted material, stating the material’s intended use. Permission will be granted at the discretion of the Archive Committee.

Photocopying of documents or photographs will be done only by the archivist, except when a document is too fragile in which case it will not be copied.

Researchers must consult all material on site, under supervision of the archivist. No documents shall be removed from the archive. Only one box of requested material will be issued at a time. Exceptions to this rule will be at the discretion of the archivist.

Parish Registers of Baptism, Marriage and Burial, Confirmations and registers of Parish Services are available for consultation by the public. This does not give the researcher permission to copy lengthy extracts or to publish the material in any form. Offers by third parties to do free copying will not be accepted. The Registers, copies and/or microfilms of Parish Registers are to remain under the control of the archive and may not be distributed.

Certain fees apply:
There is a service charge of $25 for work done by the archivist, except for clergy who are exempt.
There is a $5 charge for a certificate of baptism and marriage or a letter authenticating a confirmation.
There is a small fee for photocopying documents.
In the case of copying a photograph, the researcher is expected to pay the full cost.
Appendix F

Diocese of Eastern Newfoundland and Labrador
Reference Room Rules

The Purpose of the Archive.

1) To preserve and maintain the permanent, non-current records of the Archive as well as other collections of historical materials donated by individuals and organizations.

2) To make materials available for research.

In an attempt to achieve these purposes the following rules govern the use of material.

Procedures for Obtaining Materials.

1) Only pencils may be used in the archive.

2) Only one box of requested material will be issued at a time.

3) Researchers are responsible for delivered material until it is returned to the archivist.

4) As a security measure, the Archive reserves the right to inspect all articles used at the reading table. While in the archive, coats are to be hung on chair backs and personal belongings (briefcases, knapsacks, purses etc.) must be stored under the table.

Care of Material.

1) Material may NOT be removed from the archive under any circumstances.

2) All materials must be handled with care. Marks may neither be added nor removed, tracing and rubbing are prohibited. Loose sheets and volume pages should be handled by their edges. Gloves are to be worn when handling original materials. Special care must be observed when handling fragile and/or oversize items. The archivist has the right to withhold fragile items.

3) Remove only one envelope from a box at a time. MAINTAINING THE EXACT ORDER OF MATERIAL IN AN ENVELOPE OR FILE FOLDER AND THE FILE WITHIN THE BOX IS OF SINGULAR IMPORTANCE. If a mistake is discovered, please call it to the attention of the archivist. DO NOT rearrange the materials yourself.

4) Damage or destruction and theft of documents will result in the researcher being refused entrance to the archive in the future and may lead to prosecution.
Duplication, Citation and Publication.

1) Permission to examine the Archive does not include permission to make facsimile reproductions of any manuscript or any excerpt therefrom at any time. A separate written application for photo-duplication must be made to the archive.

2) Permission to examine the Archive does not include permission to quote, paraphrase or use in any way a letter, memorandum or document written by a person still living without the consent of the author. Copyright Law provides that all ‘works’ (published or unpublished) are protected for the life of the author, the remainder of the year in which the author dies plus 50 years.

3) All quotations from sources within the Archive shall give due reference to the Diocese of Eastern Newfoundland and Labrador Archive.

Restrictions on Use.

The use of certain material is restricted by confidentiality, statute, by the office of origin or by the donor. For the protection of its collection, the Archive also reserves the right to restrict access to records which are not arranged, are being processed, or are exceptionally valuable or fragile. In some cases copies may be substituted for originals.

I have read and agree to abide by the Rules of the Diocese of Eastern Newfoundland and Labrador Archive.
I realize I am responsible for conforming to copyright, right to privacy, libel, slander and any other applicable statutes. I agree to indemnity and hold harmless the Archive, its officers, employees and agents from any and all claims resulting from the use of materials in the said archive.
I understand that failure to comply with these Rules may result in the denial of access to the holdings.

Signature of Researcher _______________________ Date _______________________
Appendix G

Diocese of Eastern Newfoundland and Labrador
Permission to Publish Policy

The Diocese of Eastern Newfoundland and Labrador has rules and conditions about copying and copyright. The researcher is expected to abide by these conditions.

1) The archive has the right to restrict the use of certain material due to its sensitive nature or in a case where a donor has placed a restriction on the material.

2) The archive has the right to restrict access to records which are not arranged, and are being processed or are exceptionally valuable or fragile. In some instances copies may be substituted for originals.

3) Credit must be given to the archive which holds the document. Credit line: “Courtesy of the Diocese of Eastern Newfoundland and Labrador Archive”.

4) Where a person’s name is used, the researcher must obtain permission to use the name from the person named, if alive. Otherwise the copyright law prevails (see #5).

5) Permission to examine the documents in the archive does not include permission to quote, paraphrase or use in any way letter, memorandum or document written by a person still living without the consent of the author. Canadian Copyright Law provides that all ‘works’, published or unpublished, are protected for the life of the author, the remainder of the year in which the author dies plus 50 years.

I have read and agree to abide by the Rules of the Diocese of Eastern Newfoundland and Labrador Archive.

I realize I am responsible for conforming to copyright, right to privacy, libel, slander and any other applicable statutes. I agree to indemnity and hold harmless the Archive, its officers, employees and agents from any and all claims resulting in the denial of access to the holdings.

Signature of researcher ___________________________ Date _______________
It may be useful to categorize the records in a parish as:

- parish registers (baptism, confirmation, marriage and burial registers)
- financial and business
- parochial operations

Where the parish has a cemetery, a similar way of organizing documents may be helpful.

The retention of these records depends on government legislation, parish needs and archival and historical needs. Records that need to be kept permanently are 'archival' records and should be transferred to the diocesan archives at a convenient time.

Any documentation relating to an ongoing investigation, court case or audit must not be destroyed, regardless of previously agreed retention schedules.

The following pages are a general guideline for retention of records created by the parish. Individual parishes may wish to extend retention periods, or add certain types of record to the list, as is appropriate to the parish.

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parish Registers</td>
<td>Permanent</td>
<td>All registers other than the current books should be sent to the archives where they will be permanently retained</td>
</tr>
<tr>
<td>Vestry (Service) registers</td>
<td>Permanent</td>
<td>These are records of services held at the church, attendance and offerings and must be permanently retained</td>
</tr>
</tbody>
</table>

**Financial Records**

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor's report</td>
<td>Permanent</td>
<td>This should be part of the annual financial statement included in the vestry report</td>
</tr>
<tr>
<td>Balance Sheet</td>
<td>Permanent</td>
<td>This should be part of the annual financial statement included in the vestry report</td>
</tr>
</tbody>
</table>

**Financial Records cont’d**

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Deposit Slip</td>
<td>7 Years</td>
<td>To be retained at the parish</td>
</tr>
<tr>
<td>Bank Draft</td>
<td>7 Years</td>
<td>To be retained at the parish</td>
</tr>
<tr>
<td>Bank Reconciliation</td>
<td>7 Years</td>
<td>To be retained at the parish</td>
</tr>
<tr>
<td>Bank Statement</td>
<td>7 Years</td>
<td>To be retained at the parish</td>
</tr>
<tr>
<td>Cash Book</td>
<td>7 Years</td>
<td>To be retained at the parish</td>
</tr>
<tr>
<td>Cheque Register</td>
<td>7 Years</td>
<td>To be retained at the parish</td>
</tr>
<tr>
<td>Cheque (Cancelled)</td>
<td>7 Years</td>
<td>To be retained at the parish</td>
</tr>
<tr>
<td>Givings Envelopes</td>
<td>2 Years</td>
<td>To be retained at the parish</td>
</tr>
<tr>
<td>Record Type</td>
<td>Retention Period</td>
<td>Comments</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Financial Statement (Monthly)</td>
<td>7 Years</td>
<td>To be retained at the parish</td>
</tr>
<tr>
<td>General Ledger</td>
<td>Permanent</td>
<td>This should be part of the annual financial statement included in the vestry report</td>
</tr>
<tr>
<td>Insurance Records</td>
<td>Permanent</td>
<td>Policies are usually on an annual basis and cover parish assets (buildings, contents, auto) and liability exposure</td>
</tr>
<tr>
<td>Receipts</td>
<td>7 Years</td>
<td>To be retained at the parish</td>
</tr>
<tr>
<td>Duplicate Official Receipts</td>
<td>3 Years</td>
<td>The same retention applies to any records necessary to verify these receipts</td>
</tr>
<tr>
<td>Tax Return</td>
<td>7 Years</td>
<td>To be retained at the parish and the same retention applies to any records necessary to verify the tax return</td>
</tr>
<tr>
<td>Documents relating to Building and Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Plans, Surveys and Valuation Reports</td>
<td>Permanent</td>
<td>A copy should be sent to the Archives</td>
</tr>
<tr>
<td>Deeds</td>
<td>Permanent</td>
<td>Copies should be sent to the archives</td>
</tr>
<tr>
<td>Licenses (use of space, etc)</td>
<td>Life of agreement plus six years</td>
<td>A copy of the license should also be sent to the archives for the property file</td>
</tr>
<tr>
<td>Record Type</td>
<td>Retention Period</td>
<td>Comments</td>
</tr>
<tr>
<td>Building Inspections</td>
<td>As long as the building is owned or in use</td>
<td>To be retained at the parish</td>
</tr>
<tr>
<td>Equipment Service Contracts</td>
<td>As long as the equipment is owned or in use</td>
<td>To be retained at the parish</td>
</tr>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Records (T4s, CPP and EI deductions, etc)</td>
<td>7 Years</td>
<td>To be retained at the parish</td>
</tr>
<tr>
<td>Personnel Policies</td>
<td>Permanent</td>
<td></td>
</tr>
<tr>
<td>Personnel Files (incl. Screening Files, performance reviews, etc)</td>
<td>Permanent while active.</td>
<td>Contact HR dept for advice re: culling file after change in employment</td>
</tr>
<tr>
<td>Parochial Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All policies and bylaws</td>
<td>Permanent</td>
<td>Even policies that have been superseded by later versions need to be permanently retained</td>
</tr>
</tbody>
</table>
Vestry Report Permanent These should be forwarded annually to the Diocese as part of the parochial returns package and must include annual financial statements, and the auditor’s report.

Minutes of Meetings Permanent Includes vestry, advisory board, ACW and any other groups or organizations within the church.

Parish Profiles Permanent These documents, compiled when the parish is seeking a new incumbent, are an excellent ‘snapshot’ of a parish.

Pew bulletins/ leaflets Permanent or selective retention Can be a valuable historic resource. Select samples and/or special events if space is limited.

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pictures</td>
<td>Permanent or selective retention</td>
<td>must be labeled and include names and dates, where appropriate</td>
</tr>
<tr>
<td>Parish Newsletters</td>
<td>Permanent</td>
<td>Complete sets are a valuable resource</td>
</tr>
<tr>
<td>Parish Histories, anniversary booklets, etc</td>
<td>Permanent</td>
<td>An anniversary is a good opportunity to transfer files to the Archives!</td>
</tr>
<tr>
<td>Bibles, Prayer Books, etc</td>
<td>As long as they are in use. Copy any relevant notations</td>
<td>These are not ‘records’ and cannot be accepted by the archives unless they are unique in some way directly pertaining to the Anglican Diocese of Toronto</td>
</tr>
</tbody>
</table>

In Summary, the following records are of an historical nature and should be deposited in the Diocesan Archives for permanent retention:

**Parish Registers**
- All baptism, confirmation, marriage, burial and service registers.

**Financial/ Business**
- Annual reports to vestry, including annual financial statements
- A copy of the title deed for parish property
- A copy of the plan of survey
- A copy of the building plans

**Parochial Operations**
- Policies and bylaws
- Minutes of Vestry, wardens, parish groups and organizations
- Pew bulletins/ leaflets
- Parish profiles, newsletters, histories and anniversary booklets
- Pictures, if well labeled with dates and names

Prepared: May, 2006
A short list of Archival Terms

**Acquisition** – the process by which the fonds enters the archive.

**Appraisal** – the process of determining the archival value of the acquisitioned documents and their suitability for the archive.

**Collection** – an artificial accumulation of documents brought together on the basis of some common characteristic. May be part of a fonds.

**Description** – the process of recording information about the documents received into the archive. This includes the provenance, extent, format and arrangement of the documents.

**Finding Aid**
- scope – a description of the different documents and types of papers in the fonds
- historical background or biological sketch – a note about the author of the fonds
- restrictions – as may be stipulated by the donor of the fonds

**Fonds** – the whole of the records created or accumulated by a person or an organization, family or corporate body. May include a collection.

**Mandate** – is a written statement describing the reason for the existence of the archive, which may include a statement of purpose. It should be approved by the governing body.

**Provenance** – the individual, family or corporate body that created the records.

**RAD** – Rules for Archival Description endorsed by the Canadian Council of Archives.

**Respect des fonds** – the principal that the records of a person, family or corporate body must be kept together and in their original order.

For a larger Glossary and further definitions please refer to the ANLA binder for Small Archives.
GLOSSARY OF ECCLESIASTICAL TERMS

Administrator: The priest appointed to oversee a diocese during a vacancy in the episcopal office who may be the Suffragan Bishop, Dean, Archdeacon, or priest having the most seniority in being licensed to minister in the diocese.

Archbishop: A bishop elected by clerical and lay delegates of the synod of an ecclesiastical province. In the Ecclesiastical Province of Canada the Metropolitan is elected by an electoral college composed of the bishops, clergy and laity who comprise the Provincial Council. The Archbishop is the senior official of an ecclesiastical province and takes the titles of archbishop in his own diocese and metropolitan of the ecclesiastical province.

Archdeacon: An honorary title conferred by a bishop on a priest. May carry related duties (e.g. an archdeacon may become a member of an executive body by virtue of position). Related duties may be territorial or administrative in nature.

Archdeaconry: A subdivision of a diocese under the jurisdiction of an archdeacon. Not all dioceses have archdeaconries.

Bishop: The highest order of the ordained ministry in the Anglican Church, distinguished from priests chiefly by their power to confer Holy Orders and to administer the rite of Confirmation. They normally receive consecration at the hands of a metropolitan and two other bishops. They almost always preside over a diocese.

Canon: An honorary title conferred by a bishop on a priest. If the canons of a diocese permit, may be conferred on a lay member of the Church. May carry related duties (e.g. a canon may be made a member of an executive body/chapter of a cathedral).

Canons: The ecclesiastical laws and regulations of dioceses / provinces / national church. Canons must be authorized by a resolution that is carried at synod and sanctioned by the diocesan bishop / metropolitan / primate.

Catechist: A person appointed to give instruction in Christianity, e.g. to children; also in the mission field, a native Christian teacher.

Cathedral: The place of worship of a church in the city or town containing the bishop's throne or chair (cathedra). Designated such by the diocesan bishop. The site of ceremonies of significance to a diocese (e.g. consecration of a bishop). Also the centre of a local church.

Chancellor & Vice-Chancellor: A member of the legal profession, and member of the Church, appointed by the bishop to advise the bishop/archbishop on legal, procedural and other related issues. The Registrar and Legal Assessor are similarly qualified and appointed, and also carry
out functions pertaining to legal matters.

Chapter: See Dean.

Church: A congregation of baptized Christians who engage in regular corporate worship of God and in service to others. Such congregations may have a specified place of worship, and a centre for other activities. May be led in worship by a priest, deacon or layperson. See also Missionary District and Parish.

Church Society: An organization for the financial support and development of a diocese. Composed of financial contributors, church societies were organized in many dioceses to engage lay support for the work of the church before synods were established. In most dioceses the church society was merged with the synod. However, in the Diocese of Quebec the Diocesan Church Society continues its separate existence and has an important role in the life of the diocese. There is also a Diocesan Church Society of Prince Edward Island.

Coadjutor Bishop: A bishop elected by synod and consecrated to assist a diocesan bishop in his duties, and to be his successor. Not every diocese has a coadjutor bishop.

Commissary: In ecclesiastical matters, a senior priest who acts for a bishop in administrative matters.

Communicant: Any baptized member of a church who receives communion at least three times a year.

Congregation: See Church.

Curate: An ordained assistant to a rector or incumbent. Appointed by a bishop in consultation with a rector or incumbent.

Deacon: A person who has studied successfully an approved program of theological study, who is ordained by a bishop, and is usually a candidate for the priesthood. Normally serves as an assistant in a parish and can perform baptisms, marriages and burials but cannot celebrate the Eucharist or hear confessions.

Diocesan Council: A committee elected by Synod to carry on the work of Synod between sessions. Also called Executive Committee.

Diocese: An area or district within an ecclesiastical province under the jurisdiction and pastoral care of a diocesan bishop.

Ecclesiastical Province: A group of dioceses under the jurisdiction of a provincial synod which
is presided over by a metropolitan. In Canada, there are four ecclesiastical provinces: British Columbia and Yukon, Canada, Ontario, and Rupert's Land.

Episcopal: Pertaining to a Bishop.

House of Bishops: Meeting of the bishops of a province (or the national church) as a college for the purposes of discussion and decision. It has no legislative function and is extra-canonical, but its decisions carry great weight and are usually authoritative.

Incumbent: A licensed priest who has been appointed by a bishop to perform ecclesiastical duties within a parish or mission. Specific types of incumbencies include the positions of missionary and rector.

Laity: Baptized members of the Christian Church who do not belong to the Clergy. The "Laos" or "people" of the Lord.

Lay Reader: A lay member licensed to conduct religious services. Assigned duties may include the reading of Morning and Evening Prayer (except the absolution) and of the Litany, the publication of Banns of Marriage, the preaching of the sermon except at the Holy Communion, the catechizing of children and the receiving of alms; and generally giving the incumbent assistance in pastoral work as directed.

Legal Assessor: See Chancellor & Vice-Chancellor.

Metropolitan: See Archbishop.

Missionary: The incumbent of a congregation that is not self-supporting. Appointed by the bishop. Formerly such an incumbent has also been called a vicar.

Missionary District: An ecclesiastical district with a congregation or congregations which is not defined as a parish and served by a licensed priest and/or lay reader.

Parish: One or more churches whose status has been officially recognized by the bishop and/or diocese as a worshipping and serving unit. Where a parish contains two or more churches, their usual places or worship are reasonably close to one another.

Parishioner: Any member of a parish.

Priest: The second of the three-fold apostolic ministry, the others being the diaconate and the episcopate. A person who has been ordained priest by a bishop is usually the primary provider of pastoral care to a parish or congregation. Performs sacramental acts on the bishop's behalf and in particular celebrates the Eucharist.
Primate: The presiding bishop of the Anglican Church of Canada who has a pastoral relationship to the whole Canadian Church, and speaks on its behalf. He represents the Anglican Church of Canada to the rest of the Anglican Communion through the International Anglican Consultative Council. On assuming this position, the primate becomes the senior metropolitan of the Anglican Church of Canada with the title archbishop and chairperson of the House of Bishops. He has no territorial jurisdiction, but is president of the General Synod.

Provincial Council: A Committee of the Provincial Synod to carry on the work of the Synod between sessions. It is composed of all the bishops of the province, certain officers and clerical and lay representatives of each diocese.

Rector: The incumbent of a self-supporting congregation. May be chosen by parishioners. Appointed a bishop. This term is no longer used in some dioceses.

Registrar: See Chancellor & Vice-Chancellor.

Regional Deaneries: A geographical area within a diocese or archdeaconry containing parishes and/or missions which are linked for purposes of administration and mutual assistance, except where the context dictates otherwise (e.g. in the case of a cathedral).

See: See Diocese

Shared Ministry: The ministry of a parish which is shared with the clergy or pastoral staff of another denomination, with links maintained between the shared ministry congregation and the larger participating denominational bodies. Buildings and programs may also be shared.

Suffragan Bishop: A bishop elected and consecrated to assist a diocesan bishop in his duties. Sometimes assigned to a particular geographical area within the diocese, with no right of succession.

Synod: Legally incorporated legislative body of a diocese, ecclesiastical province of the Anglican Church of Canada. Composed of bishops and clergy and elected or appointed lay representatives of parishes/dioceses, and specified member organizations and officials.

Vestry: All baptized members of a parish who contribute to its support.

Vicar: See Missionary.