

WHAT TO PRESERVE

The parish registers contain the sacramental acts of the parish including baptisms, confirmations, marriages, funerals and first communions, while the service books record each service (and often attendance) at the church. These are typically kept by the rector, and stored in a vault, and should never be removed from the premises of the church.

A copy of the by-laws of the parish, constitution, and articles of incorporation

A list of the founding members of the parish and its consecration

Vestry minutes, parish committees, guilds, organizations, with a list of their officers as well as the annual reports to the parish for the annual meeting

Official correspondence to and from the diocese, and official, not personal, clergy correspondence

Copies of all reports sent to the diocese (including the annual parochial report)

Any previously written histories of the parish

Parish notices and newsletters

Originals or copies of all contracts for construction of church buildings, plans, drawings, additions etc. The original blueprints and drawings should be sent to the diocesan archives for safe storage off-site.

Other printed matter and media

Sunday bulletins are best bound by year, or several years or "sampled"

Promotional materials & newspaper clippings

Parish directories

Photographs, church buildings, clergy, church school teachers and students, choirs, vestry members, parish officers & administrative personnel. It is helpful for insurance purposes, to create a video or photographic record to document the value of the artifacts in the church's interior. A copy submitted off-site at the Diocesan Archives will be of assistance in the case of a fire, flood, or other emergency. These records are often submitted annually to the Canon for Administration in calculating liability insurance for each parish.

Films, photographs, videotapes, of special events

Oral histories of parishioners

Pictures of members of the parish. Please consult the law with regard to posting pictures in public or on the Internet. Pictures of children by name on the Internet home page is illegal! Do not post children's names in captions. In fact, it is a better practice to only show photographs of special events involving children in house.

Artifacts (such as stained glass windows, altar vessels, and old vestments) should be preserved although space may be a consideration for larger objects.