

*I remember the days of old,
I meditate on all thou hast done.*
Psalm 143:5

**A
Handbook
For
Disbanded
Congregations**

The Congregational Archives

In order for the memory of a disbanded congregation to remain alive and show future generations God's hand of blessings on it, it is important that the church records and materials are preserved. The following congregational records should be given to the District Archives:

Congregational Information:

- Records: Membership, Baptisms, Confirmations, Marriages, and Funerals
- Congregational Minutes
- Church Organizations' Minutes
- History of Congregation
- End of the Year Reports
- Constitutions (Dated)
- Financial Records and Reports
- Pictures of Pastors—Dated and Identified
- Yearly Statistical Reports

Additional Congregational Information:

- Anniversary Booklets
- Dedication Booklets
- Bulletins
- Installation Folders
- Newspaper Articles
- Pictures of Important Events - Dated and Identified
- Church Newsletters
- Artifacts
- Documents

School Information:

- Names of Graduates and Year Graduated
- Names and Pictures of Principals and Years Served
- Names and Pictures of Teachers and Years Served
- Pictures of Students and Special Events—Dated and Identified
- History of School

Contact Person

When a congregation is disbanded, a contact person should be selected to forward the above materials and records to the District Archives. When that person is selected, they should immediately contact Michael Doyle, District Archivist, who will help make arrangements for the materials to be transferred. He can be contacted at (909) 985-5948 or e-mail, mikedoyle@adelphia.net, or 2085 N. Palm Ave., CA 91784.

Since the above materials are vital and important, they should not be destroyed or lost. After the church has been disbanded for a number of years, the Archives usually gets inquiries for baptismal or marriage or membership certificates. As is noted, these records are **VERY** important.

May God bless you in this important labor of love in preserving the memory of your congregation and His blessings upon it in its years of existence. If the Archivist, Michael Doyle, can be of help to you in gathering this important information, please contact him at (909) 985-5948, as he would be more than happy to assist you in any way possible.

At this time of sadness over the loss of the congregation, may the Lord comfort you with the knowledge that this church has been His instrument of proclaiming His love to the community where it was located.

Soli Deo Gloria!