



Verschoyle Phillip Cronyn Memorial Archives

Diocese of Huron

The Anglican Church of Canada

Archives and the Parish

What goes to the Diocese of Huron Archives?

- Parish registers (complete or in poor condition)
- Board of Management (Parish Council Minutes)
- Vestry books/Preacher's Books
- Property deeds and all other legal instruments
- Parish histories and related materials
- Financial records
- Sentences and Services of Consecration/De-consecration
- Architectural plans and specifications
- Minutes of church groups: ACW, WA, AYP, WMS, etc.
- Maps: parish boundaries, church lots, etc.
- Cemetery records: plans, records of burial, etc.
- Audio/visual: photos, DVDs, CDs, vinyl, tapes, USBs, etc.
- Scrapbooks
- Correspondence, etc. that comprise incumbent's official papers
- Weekly bulletins/orders of service of significant events
- Newsletters

What does a parish keep?

Weekly service bulletins
Orders of service

N.B. The archives does not accept plaques, stained glass, vestments, sacred vessels, crucifers, candles, bibles, prayer books, hymnals or any three-dimensional object either for a functioning church or a closed church

Your records appreciate

- Shelving (not the floor)
- Clean, dry storage
- Climate control
- Security
- Archival materials (boxes, mylar sleeves, coated paper clips, etc.)
- Removal of rusting staples and paper clips, photocopying of newspaper clippings, etc.
- Organization of fonds and collections according to the Rules for Archival Description
- Quick computer access to holdings
- Qualified, friendly staff