

## Uniting Church Archives Research Centre

<i>Baptismal Records</i>	Julie Jenkinson
<i>Biographical Index</i>	Nancy Rhodes
<i>Cassette Tape Transfer</i>	Richard McKenna
<i>Collating People &amp; Places Files</i>	Linley Gould
<i>Computer Database Record Entry &amp; Photographs Library</i>	Brian Jervis and Reg Pearson Nancy Reynolds
<i>Marriage Registrar</i>	Joan McKenna and Betty Pearson
<i>Memorabilia Database</i>	Julie Jenkinson
<i>Music Library</i>	Nancy Rhodes
<i>Office Administration</i>	Sheena Hesse
<i>Parish Records for Battye</i>	Rev John Steed and Lionel Rose
<i>Photograph Accessioning &amp; Storage</i>	Julie Jenkinson
<i>Photograph Scanning</i>	Brian Jervis and Reg Pearson
<i>Plans Building</i>	Julie Jenkinson
<i>Property Files</i>	Lionel Rose
<i>Research</i>	Betty Pearson and Sheena Hesse
<i>Revive</i>	Linley Gould

### 1. MEMBERSHIP

One 0.2 FTE staff member [honorary] plus 11 part-time volunteers. ( an average of 42 voluntary hours per week 168 per month and a total of 1680 hours per year) working two days a week .The reduced hours are due to the retirement of some of our volunteers and the numerous days off for overseas holidays.

### 2. CONTRIBUTION TO THE LIFE OF THE UCA:

The Archives exists to preserve the history of the Congregational, Methodist, Presbyterian and Uniting Church in Western Australia.

These records are made available to the public, both at 91 Edward St Perth and at Battye Library so that the people may understand the importance of the role of the church, in its own right and in the context of Western Australian history.

### 3. HIGHLIGHTS:

- 2016/2017 has been another important year in the life of the team of dedicated volunteers, we have been continuing :
- Sorting, collating and filing archival documents from Parishes and Presbytery
- Transfer of completed documents to Battye Library
- Receiving of Baptismal and Marriage registers for data entry
- Compiling and updating the Ministers Biographical Index [retired & serving]
- Since last September we have completed 46 researches enquires. These requests are from a variety of people, congregations and agencies and on a variety of subjects, some taking a few hours to some that require four or five weeks of research.
- Scanning all the photographic collection and adding information where available. (Ongoing)

- Checking early data entries for missed information

#### **4. PROJECTS COMPLETED**

There have been no projects completed this year. All are ongoing at this stage. We continue to add to our data bases as and when records or material are lodged. We encourage congregations to check their records and deposit them as and when they are completed. For a guide please consult the Synod website for the relevant documents or contact the Synod Archives

#### **5. VOLUNTEERS**

This year has seen our volunteer numbers reduced due to retirement. I wish to take this opportunity to thank the following people who have given many long hours of service to the Archives.

Janet Lamb: 25 years

Alan Matthews: 7 years

Jim Miller: 2 years

Daljeen Jassall: 1 year

This year we acknowledge and thank Betty Pearson for 25 years of dedicated volunteering at the Archives.

#### **6. THIS YEAR IN ARCHIVES**

2017 has been a year of consolidation, most of our tasks are up to date and it is just a case of maintaining the input of data as and when we receive it from congregations. I urge all congregations to check that they have lodged relevant records as per the Records and Retentions Guidelines. The Guidelines are available on the Synod Website. If necessary I am available for an on-site visit, particularly for country congregations where transport of records is costly. Moving into the digital age we are no longer able to accept paper copies of current Parish newsletters. Current copies may be sent in on memory stick or external hard drive.

A large number of the photographs in our collection are not named and by posting some of these on our Facebook page we have been able to identify them.

In June I attended the inaugural National Church History Conference in Adelaide. A report of the conference was published in August edition of Revive. One of the many highlights of the conference was that the Assembly Archivist and all state Synod Archivists attended.

Once again to all the volunteers my grateful thanks. You make my job so easy and a lot of fun and laughs.

#### **7. PROPOSAL**

To thank all the volunteers who regularly give of their time to further the work of this important aspect of the history and the record keeping for the Uniting Church in Western Australia.

**Sheena Hesse  
Hon. Archivist  
9260 9865**