

**LONDON CONFERENCE ARCHIVES COMMITTEE**  
**Requirements when Amalgamating or Closing a Pastoral Charge**

When a Pastoral Charge is planning to amalgamate or disband, arrangements need to be made for the safekeeping of records. Contact your Presbytery Archives Representative or London Conference Archives Committee to assist you.

**The Manual 2010: page 130, section 270 (e)**

*(e) Where a Congregation has ceased to exist, the Presbytery shall take possession of the records of the Congregation and arrange through its Archives Committee to forward them to the Conference archives.*

The records of the congregation are the property of The United Church of Canada. These records are:

- Baptism, Marriage and Burial Registers
- Minutes of Session, Stewards, Official Board, Council, Trustees, Congregation
- Historic Roll and/or any other membership rolls

Such records should be sorted and sent to the Conference Archives for safekeeping. It is not legal for such records to be held by an individual, nor is it appropriate to have them deposited in other archives. The Congregation shall give to their Presbytery the records of the Congregation in order that these may be forwarded to the Conference Archives.

**Baptism, Marriage, Burial Registers and Minute Books**

In the event of an **Amalgamation**

In each record book, on the inside cover and after the last entry, write a statement such as the example below:

----- *United Church* -----, *Ontario*  
*amalgamated with*  
----- *United Church* on [date] to form ----- *United Church.*  
*This record book is closed For records after this date, please consult*  
----- *United Church,* -----, *Ontario.*

In the event of a congregation **Closing**

In each record book, on the inside cover and after the last entry, write a statement such as the example below:

----- *United Church* officially disbanded on [date].

Record the date in full as in this example: *June 07, 2009*. Do not record as *06/07/09* (you can not tell if the church closed on June 07, 2009 or 06 July 2009).

In cases of amalgamation with a neighbouring congregation or pastoral charge, it may be necessary to transfer some of the records to the new congregation or pastoral charge. If this should occur, a written statement shall be sent to the Presbytery and to Conference Archives giving details of this action. (This paragraph is intentionally vague to allow for possibilities that are not yet identified. Usually Section 270 (e) of the Manual will apply.)

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**Historic Roll/Memberships**

When a Pastoral Charge has officially decided to disband, a letter should be sent to all members asking that they name a church to which they would like their membership transferred. Members who have not transferred out by the closing date should be given a "dated Membership Letter/Card" stating the person is a Member in good standing of the United Church of Canada. On the inside cover of the Historic Roll and after the last entry in the Historic Roll, write a statement such as the example below:

\_\_\_\_\_ *United Church* \_\_\_\_\_, *Ontario* *officially disbanded on [date].*

In Amalgamation, each Pastoral Charge is to update their membership list prior to the amalgamation. On the inside cover of the Historic Roll and after the last entry in the Historic Roll, write a statement such as the example below:

\_\_\_\_\_ *United Church* \_\_\_\_\_, *Ontario*  
*amalgamated with*  
\_\_\_\_\_ *United Church* *on [date] to form* \_\_\_\_\_ *United Church.*  
*This Historic Roll is closed For records after this date, please consult*  
\_\_\_\_\_ *United Church,* \_\_\_\_\_, *Ontario.*

The membership lists of the Pastoral Charges are then blended together for the new Pastoral Charge. A new Historic Roll is started.

**Financial Records**

Arrangements need to be made for the safekeeping of the financial records. The Canada Revenue Agency should be consulted with regard to its requirements for retention of records. Financial records are not normally kept at the Conference Archives.

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**Artifacts**

Due to limited resources, the United Church Archives does not acquire three-dimensional objects or artifacts as part of their acquisition program. Storage facilities for artifacts require a different kind of space, and are often not able to be stored in standard boxes.

The United Church Archives no longer accepts Pulpit or Family Bibles unless they contain important historical information not obtainable elsewhere.

The United Church Archives encourages individuals to preserve heritage artifacts in the congregation where possible, or offer them to a local museum that has a close connection to the community of origin.

When a church closes or is sold due to amalgamation, consider creating a *Memory Book* of photographs. Some examples of pictures to include in the book are:

- the outside of the church from each direction
- the property the church sits on — both facing the church and the view from the church
- the church name sign
- the cornerstone(s)
- each room inside the church
- artifacts such as the baptismal font, altar, pulpit, organ, cross, banners, quilts
- the congregation, minister(s), staff
- Include a copy of the last Sunday Service bulletin and Sermon

Note: Pictures printed from a digital camera do not last as long as pictures printed from a film camera.

Give a copy of the *Memory Book* to:

- Conference Archives
- Local Museum
- newly amalgamated church