



## Archives Research Centre

connecting past present & future

Presbyterian Church of Aotearoa New Zealand

ARE YOUR PAPERS CLUTTERING UP YOUR OFFICE?

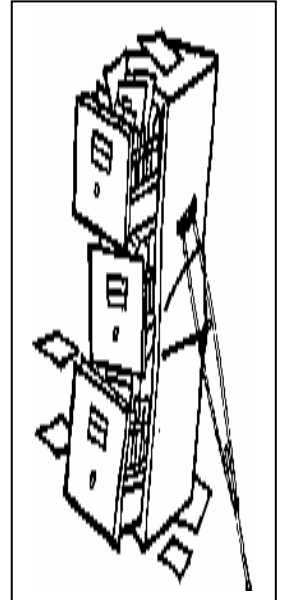
SPARE ROOM? GARAGE? UNDER THE STAIRS?

*Stop!*

*Don't shred them, burn them or dispose of them by other scary means. . .*

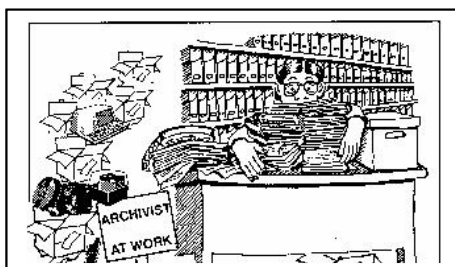
**Have you thought about donating your papers to the Archives?**

- Of course the Church wants your stuff.
- You do have something worthwhile for posterity.
- You have been a messenger of the faith.
- Our experiences and contributions add to the diverse patchwork of the church's heritage, vision and witness.
- Your papers contribute to our Presbyterian taonga.



**What should I keep?**

1. **Records about yourself** – your spiritual journey, ministerial and parish experiences. This might be in the form of a worship diary, parish daily diary, appointment diary, correspondence, lecture notes, autobiography, photographs, scrapbooks.
2. **Devotional Material** – Bible Studies that you prepared, talks and addresses given to a variety of groups inside and outside of the church, Sermons – *well perhaps not all of them, but a rounded range from throughout your ministry*. Orders of service and prayers – marriages, funerals, special parish services, youth services, are an example.
3. **General Assembly Committees/Presbytery/other Church Organisations** – Minutes of Committees (there are many gaps in the Official collection and what you hold may complete a series); Reports or discussion papers you have written; correspondence relating to Committee work (again some is missing in the official collection).
4. **Moderatorial Papers** – material you gathered in your rounds, activities you undertook in the role of Moderator, correspondence written as Moderator. (*This material is in fact official material that belongs to the Church*)
5. **Other** – Study Leave Reports, Theses, Dissertations, published papers of interest to Church work.
6. **Photographs and audio** – photos from your ministry add a visual picture to the grass roots life of the Church. *Ensure they are named and dated!*



Contact the Archivist she loves sorting out papers.

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See our web site

[www.archives.presbyterian.org.nz](http://www.archives.presbyterian.org.nz)