



Archives Research Centre

connecting past present & future

Presbyterian Church of Aotearoa New Zealand

ARE YOUR PAPERS CLUTTERING UP YOUR OFFICE?

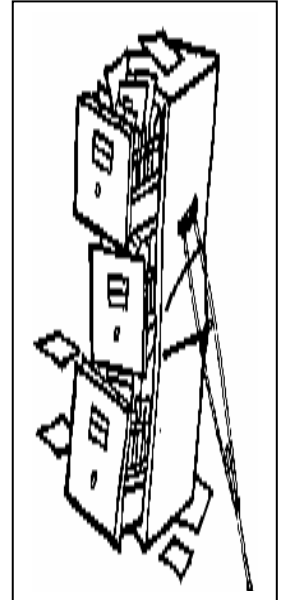
SPARE ROOM? GARAGE? UNDER THE STAIRS?

Stop!

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

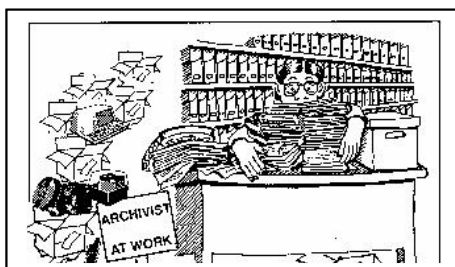
Have you thought about donating your papers to the Archives?

- 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