

# FINDING AID

## Administrative Records of the Conference of Manitoba and Northwestern Ontario Fonds

### Series 500/2 Conference Executive

- 500/2/1 Minutes of the Conference Executive and Sub-Executive Committees
- 500/2/2 Records of the Executive Officers

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**500 Manitoba and Northwestern Ontario Conference fonds. -- 1917 - 2004; predominant 1954-1993. -- 43m of textual records and other material.**

The Conference of Manitoba came into existence in June of 1925 with the creation of The United Church of Canada through the union of the Methodist, Presbyterian, Congregational and Local Union Churches of Canada. The name was changed in 1980 to the Conference of Manitoba and Northwestern Ontario as a result of a successful petition to the General Council of the United Church by Cambrian Presbytery. The Conference encompasses the entire province of Manitoba and the area of Northwestern Ontario drained by the Rainy River and Winnipeg River systems as far east as Marathon, Ontario and south to the United States border.

The Conference has an administrative as well as a geographic meaning. The thirteen conferences within The United Church of Canada function as a governing body or court of the church. Very simply, they are composed of members of the Order of Ministry on the roll of Presbyteries within the geographical bounds of the Conference and lay persons under appointment to administrative or staff positions within the Conference by a court of the church or the United Church General Council. These are matched by an equal number of lay representatives elected from the Pastoral Charges within the Conference. Chairpersons of Conference Committees and the President of the Conference United Church Women are also members of Conference. In addition to the obligation to meet annually and to appoint a Conference Executive, the Conference was charged with appointing Standing and Special Committees to carry out the day to day work of the Conference. In 1925 these were Education and Students, Evangelism and Social Service, Foreign Missions, Home Missions, Pensions, Publications, Religious Education, Missionary and Maintenance Fund, Church Property, Settlement, Statistics, Historical and Obituaries.

With a few exceptions, the structure of Conference remained essentially the same until 1972 when a major realignment of the administrative structure of the United Church at the General Council (National) and Conference levels took place. In 1972, the Boards of Home Missions, Evangelism and Social Service and Christian Education had ceased to exist along with the staff positions associated with that work. New paid staff positions which made their first appearance around this time were Regional Director of Broadcasting in 1971 (lasting only until 1972), the positions of Conference Personnel and Conference Administrative Support in 1972 and the positions of Leadership Development and Program Resource in 1973. In 1975 and 1976, and again from 1989 to 1993, a staff position for Communications was added. In 1983, the Conference staff position of Christian Development and Outreach was created and, in 1986, an Evangelism and Social Action staff person as well as a full time Conference Archivist was hired.

The changes in National and Conference administrative structure, which resulted from a move towards more regional and local control of church programs, were reflected in the evolution of Conference Committees. The powerful Conference Home Missions Committee and its sub-committees, responsible for overseeing the mission initiatives of Conference and the administration of mission grants according to Board of Home Missions directives, had been replaced by the Administrative Support Committee (briefly called the Congregational Support Committee) by 1973. Another major reorganisation of the Conference committee structure took place in 1983 when a system for the division of the work of Conference committees among four Councils (Stewardship, Worship and Education, Ministry and Personnel, Evangelism and Social Action) was devised. Committee chairs reported to their respective Councils that in turn were represented on the Conference Executive.

Another major reorganisation of Conference Structure took place in 1993. At that time, the pressure of meeting current demands with dwindling resources resulted in a move to reduce the number of Presbyteries from eight to six. The work previously allocated among four Conference Councils was then divided between three Program Units (Education and Justice, Ministry and Personnel, and Stewardship and Mission). The number of Committees reporting to the Program Units, and through them to the Conference Executive was reduced. Salaried staff were also decreased and reorganised to include the positions of Executive Secretary, Education and Justice staff person, Stewardship and Mission staff person, Personnel staff person and Conference Archivist. Further changes to the Conference Structure were made in 2005.

Many of the materials which make up this Conference fonds had been stored in the basement of the Conference administrative offices at 120 Maryland Street in Winnipeg in an ad hoc manner for varying lengths of time over a period of approximately forty years before coming into the Archives. Generally, the records of Conference executive, staff and committee chairs were transferred to the basement at the end of their term of office. Renovations to and rearrangement of the basement area resulted in the movement of the materials around the storage area on more than one occasion. It is probable that space constraints resulted in the unrecorded disposal of an undetermined number of documents and other materials throughout the storage period. Administrative records in storage at 120 Maryland were formally transferred to the Archives in 1989. The movement of the Conference administrative offices to a new address in the fall of 1996 precipitated an inventory and the relocation of those records in 1995 prior to the move. The balance of the fonds consists of record series that had been accessioned by the Archives at various periods prior to 1995. The provenance of records accessioned prior to 1976 is often obscure.

The fonds consists of textual and other materials generated by the Conference, the Conference Executive, Conference Staff Associates and Conference Committee members in the fulfilment of their mandate as outlined in *The Manual of The United Church of Canada* from 1925 to 1994. Throughout the life of the fonds, several Conference staff members have served in more than one church or community administration simultaneously while keeping unified files. This has resulted in materials from other administrative jurisdictions being interspersed among the fonds.

Fonds are composed of the following series: Conference Annual Meetings, 1925-1993; Conference Executive, 1925-2002; Conference Offices, 1958-1989; Committees, Task Forces and Working Groups Answering to the Executive and Sub-Executive, 1968-1993; Manitoba Conference Branch of The United Church Woman's Missionary Society, 1918-1962; Manitoba Conference Branch Woman's Missionary Society Archives Collection, [ca.1885-ca.1960]; Manitoba Conference Lay Association, [ca.1910]-1962; District Council AOTS, 1964-1977; Conference Committee on Christian Education, 1927-1992; Conference Home Missions Committee, 1926-1973; Superintendents of Home Missions, 1926-1973; records of the Administration of Norway House Residential School, 1954-1967; Conference Hospitals, 1923-1982; Home Missions Inter-Conference and Ecumenical Groups, 1956-1969; Conference Evangelism and Social Service Committee, 1933-1976; Conference Congregational Life and Work, 1952-1979; Church in Society Committee, 1976-1983; Evangelsim and Social Action Council, 1983-1993; Inter-Conference and Ecumenical Groups reporting to the Evangelsim and Social Action Council , 1972-1999; Conference Communications, 1964-1992; Worship and Education Council, 1981-1994; Worship and Education Council Women's Groups, 1982-1992; Education and Justice Unit, 1987 - 2004 (predominately 1993 - 1998); Committee on Education, Students and Church Vocations, 1975-1978; Conference Education Committee, 1972-1983; [Interim] Placement Committee, 1970-1972; Conference Settlement Committee, 1971-1980; Conference Staff Committee, 1966-1992; Ministry and Personnel Council, 1982-1993; Conference Personnel Officer, 1972-1993; Conference Personnel Records, 1957-1993; records of the Conference Finance Committee, 1964-1974; records of Conference Administrative Support, 1973-1983; records of Administrative Support Staff, 1972-1993; Conference Stewardship, 1967-1993; Church Camps, 1918-1975; Church Home for Girls, 1945-1976; Women's Union, 1926-1958; Manitoba Conference Woman's Association, 1946-1962; Conference United Church Women, 1963-2002; Fellowship of Professional Women, 1949-1980; Manitoba Canadian Girls in Training, 1918-1990; and the Manitoba Student Christian Movement, 1923-1981.

Title based on contents of fonds.

The fonds also includes ephemera, photographs, slides, audio tape recordings, video tape recordings and 50 sets of blueprints, plans and architects' drawings.

Original order of many of the series of the fonds was substantially obscured during the storage period and many materials were in an extremely disorganised state with no original order or access points apparent; where necessary, order based on administrative function has been reconstructed by the arranging archivist.

Some restrictions on access; see series descriptions.

Finding Aids consist of series descriptions and box lists; some sub-series and file level description available.

Further accruals are expected.

**500/2 Conference Executive. -- 1925-1993. -- 1.5m textual records.**

Between the regular annual meetings, the Conference Executive has the power to act for the Conference in most matters. At the inception of Conference in 1925, the Executive officers consisted of the President, the Secretary, the Statistical Secretary, the Conference Treasurer and the Superintendents of Missions. The Superintendents of Missions, reduced to one in 1928, were salaried staff appointed by the National Board of Home Missions to supervise the Board's work in the Conference. The other officers were elected or appointed by the Conference Annual Meeting. These officers, along with the Chairs of most Conference Standing Committees, the Principals of the United Colleges and two representatives from each Presbytery, served as the Committee of Direction (called the Executive Committee from 1927) of the Conference. By 1930, the Executive had also come to include the Officers of General Council Boards living within the bounds of Conference and the Conference representatives on the General Council Executive. The structure of the Conference Executive has remained essentially the same until the present. Notable changes to the Executive structure in the intervening years include: the addition of the President-elect, who has sat on the Executive from 1966; and the appointment of a salaried Executive officer from 1970 onward, known as the Executive Secretary, who thereafter functioned as the Conference Secretary.

This series consists of the minutes, correspondence and other records created by members of the Conference Executive in the course of fulfilling the obligations of their office arranged in the following sub-series: Minutes of the Conference Executive and Sub-Executive Committee, 1926-1993; and records of the Conference Executive officers, 1926-1993.

Title based on contents.

Records of the Conference Treasurer dating from 1968 to 1978 are found in "519/2/2 Administrative Support Committee" described as part of "519/2 Records of Conference Administrative Support".

Location: Box 500/1-3; and Box S-10-0.

**500/2/1 Minutes of the Conference Executive and Sub-Executive Committees. --1926-1993. -- 50cm textual records.**

The full Conference Executive Committee has seldom met more than twice a year. A smaller Sub-Executive is also appointed that meets more often and which has the power to act on behalf of the Executive. Beginning in 1974, a Digest of the Minutes of Conference Executive and Sub-Executive Committee meetings has been included in the published Records of Proceedings as part of the report of the Conference Executive and Sub-Executive to the Conference Annual Meeting.

Title based on contents.

Minutes for May 1926 - September 1961 are signed and/or initialled by Executive officers.

Minutes of the Executive and Sub-Executive dating from January 1962 to June 1963 have not been located. Accession records indicate that Minutes of Conference Executive and Sub-Executive Committee for the period from 1975 to 1985 were discarded when these records were accessioned in 1985 in the belief that the Digest of Minutes appearing in the Record of Proceedings was sufficiently complete.

Copies have been retained where originals do not appear to be present.

File level description; box lists available.

Accession: 1984-42; 1985-2; 1996-21; and others.

Location: Box 500/1-3.

**File Description**

1. Minutes of the Conference Executive and Sub-Executive Committees. – 1926-1944. – 1 folder.  
Title is based on contents.
2. Minutes of the Conference Executive and Sub-Executive Committees. – 1944-1961. – 1 folder.  
Title is based on contents.
3. Minutes of the Conference Executive and Sub-Executive Committees. – 1961-1969. – 1 folder.  
Title is based on contents.
4. Minutes of the Conference Executive and Sub-Executive Committees. – 1970-1974. – 1 folder.  
Title is based on contents.
5. Minutes of the Conference Executive and Sub-Executive Committees. – 1985-1993. – 1 folder.  
Title is based on contents.

**500/2/2 Records of the Conference Executive Officers. -- 1926-1996, predominant 1962-1993. -- 1.15m textual records and other materials.**

Conference Executive Officers for whom surviving records have been identified include the Conference Secretary, the Executive Secretary and the President. The position of Conference Secretary disappeared in 1970 when the Conference made the decision to create the salaried position of Executive Secretary. The Executive Secretary functioned as Conference Secretary thereafter.

This sub-series contains the correspondence and other materials generated by the Conference Secretary, the Executive Secretary and the President during their terms of office organised as follows: Files of the Conference Secretary, 1934, predominantly 1962-1968; Files of the Executive Secretary, 1970-1994; and Files of the Conference President, 1963-1992.

Title is based on contents.

Original order has been reconstructed based on administrative function.

Some restrictions on access; see file level descriptions.

File level description; box lists available.

Accession: 1984-42; 1996-21; 2006 - 33; and others.

Location: Box 500/2-1; Box 511/1-1; Box S-10-0; Box 543

**File Description**

**1. Files of the Conference Secretary. -- 1934-1968, predominant 1963-1968. -- 27 folders.**

It was the duty of the Conference Secretary to keep the records of the Conference. This included accurate minutes, the roll of members, and the list of pastoral charges and ministerial appointments as well as the Conference correspondence. The Conference Secretary was also responsible for the production of the published Records of Proceedings of the Conference Annual Meeting. Conference Secretaries for the period covered by these records included Rev. B. W. Allison, ca. 1933-1940; Rev. C. S. Matchett, 1946-1950, Rev. G. H. Daly, 1962-1964; and Fred C. Hubbard, 1965-1968.

Items consist of Conference of Manitoba Church Court Correspondence for the periods 1934-1936, 1940, and 1947 and 1963-1968; and general correspondence and meeting notes for the period 1963-1968.

Title based on contents.

During his tenure as Conference Secretary (1962-1965), Rev. G. H. Daly appears to have signed very little of his own correspondence. Rather, his correspondence was signed by (Mrs. W.) Margaret Petrie, Executive Assistant to the Secretary from 1963 to 1968. Mrs. Petrie was Conference Secretary herself in 1969/70, the final year the position existed.

Chronological order has been imposed by the arranging archivist.

An example of an Ordination Certificate (Female) has been removed to the Vertical File.

The Finding Aid is the box lists.

Minutes of the Conference Executive/Sub-Executive for 1926-1944, 1965-1968 and 1970-1974 originally accessioned with these records have been transferred to the sub-series '500/2/1 Minutes of the Conference Executive and Sub-Executive Committees'.

**2. Files of the Executive Secretary. -- 1970-1996. -- 33 folders + 6 audio cassette tapes.**

The salaried field staff position of Executive Secretary was created in 1970. In addition to acting as the Secretary of Manitoba Conference and as an ex-officio member of Conference Executive, the Executive Secretary was charged with acting as a liaison between the United Church General Council and the Conference, co-ordinating the work of the field staff, responsibility for the public relations of Conference and ensuring participation in ecumenical affairs on the part of the United Church in Manitoba. The Executive Secretary is also responsible for preparing and maintaining the Conference lists of members of the Order of Ministry, Candidates and lay members. The Executive Secretaries of the Conference to date have been: Ernest P. Johnston, 1970-1975; William (Bill) Hickerson, 1976-1984; Dianne Cooper, 1985-1994; Roger Coll 1995 - 2001; K. Virginia (Ginny) Coleman 2002 - 2004. Bruce Fauschou was Executive Secretary from 2005 until 2012. William (Bill) Gillis was Acting Executive Secretary from January 2013 to July 2013. Shannon McCarthy became Executive Secretary in 2013.

Records of the Executive Secretary may consist of correspondence that pertains to matters arising out of the Conference Annual Meeting (ie. action concerning Conference resolutions); the transfer and settlement of members of the Order of Ministry; nominations to Conference committees; General Council Board appointments; and retirements and pensions. These records may also include copies of minutes and other materials from Conference committees and General Council Boards; items dealing with action taken pertaining to matters arising out of the Conference Annual Meeting and appeals.

Title based on contents.

Includes six dicta phone tapes, contents unknown, assumed to have been produced by William Hickerson.

Chronological order has been imposed by the arranging archivist.

The Finding Aid is the box lists.

**3. Files of the Conference President. -- 1963-1992. -- 4 folders.**

The President is elected annually from among the members of Conference. The major duties of the President include constituting and presiding over the meetings of Conference and generally directing its business. The President is also required "to rule on questions of law, jurisdiction, and interpretation of Conference policies or procedures as these pertain to the Conference" (The Manual, 1995, p. 180). As well, the President is an ex-officio member of all Conference committees. Presidents of Conference for whom records are described here include: Roy F. Wilson, 1963/64; S. H. Searle, 1964/65; Gordon H. Daly, 1965/66; D. Bruce MacDonald, 1966/67; C. L. Barbour, 1967/68; John P. Freeman, 1968/69; F. Edgar Jarvis, 1969/70; J. Ralph Donnelly, 1970/71; Paul Duval, 1982/83; Paul Campbell, 1988/89; and John Hogman, 1992/93.



Records of the Conference Presidents described here consist mainly of correspondence concerning arrangements for the Annual Meeting of Conference, including ordinations, and the meetings of the Executive and other Conference Committees and Task Forces. Also included are various President's memos and newsletters as well as copies of copies of the President's Address to Conference for Paul Campbell.

Title based on contents.

During his tenure as Conference President (1965/1966), Rev. G. H. Daly appears to have signed very little of his own correspondence. Rather, his correspondence was signed by (Mrs. W.) Margaret Petrie, Executive Assistant to the Secretary from 1963 to 1968. Mrs. Petrie was Conference Secretary herself in 1969/70, the final year the position existed.

Chronological order has been imposed by the arranging archivist.

The Finding Aid is the box lists.

### **Box Lists**

#### **Box 500/1-3**

##### **Records of the Conference Executive and Sub-Executive Committees**

- Minutes of the Conference Executive and Sub-Executive Committees. --1926-1993. -- 5 folders.

#### **Box 500/2-1**

##### **Files of the Conference Secretary**

- Programmes of Manitoba Conference Annual Meetings. -- 1926-1963. -- 1 folder.
- Lists of Officers of Conference and Convenors of Standing Committees. -- 1966-1968. -- 1 folder.
- Outgoing Correspondence of the Secretary of Manitoba Conference [Fred. C. Hubbard]. -- Oct. 1965-May 1967. -- 1 folder.
- Correspondence of the Secretary of Manitoba Conference [Fred. C. Hubbard]. -- June 1965- June 1968. -- 5 folders.
- Minutes/Notes of the Meeting of Conference Secretaries [Fred. C. Hubbard]. -- Dec. 7-8, 1965. -- 1 folder.
- Urbanovich Papers [Correspondence, Secretary of Manitoba Conference, B.W. Allison]. --1934-1936. -- 1 folder.
- John B. Buss Papers [Correspondence, Secretary of Manitoba Conference, B.W. Allison]. -- 1940. -- 1 folder.
- [Correspondence/] Papers Re: Resignations from the Ministry [Secretary of Manitoba Conference, C.S. Matchett]. -- 1947. -- 1 folder.
- [Audited] Financial Statements Year Ended. -- 1958-1977. -- 1 folder.
- Correspondence/Reports [Re:] Flin Flon Pastoral Charge. -- 1963-1966. -- 1 folder.
- [Report of the Manitoba Conference Visitation Team to Flin Flon Pastoral Charge with Appendices and Notes]. -- 1963 -- 2 folders.
- Memorial to Manitoba Conference [Annual Meeting] from Conference Committees of U.C. Men & U.C.W. -- 1963. -- 1 folder.
- Minutes/Reports/Memorials Annual Meetings [Notes Re: Manitoba Conference Annual Meeting]. -- 31 May-2 June 1968. -- 1 folder.
- Address Lists [of] Commissioners to 22nd General Council. -- 1966. -- 1 folder.
- Policy Report/Correspondence/List of Board Members [Re:] U.C. Fresh Air Camps. -- 1966, 1967. -- 1 folder.
- Information Sheets [Re:] Camp Belair. -- 1968. -- 1 folder.
- Minutes [Manitoba Conference] United Church Men's Council. -- Sept. 1966-Feb. 1968. -- 1 folder.
- Report of Avel Representatives from Sask. Conference Re: The Winnipeg Depot [copy]. -- 1968. -- 1 folder.

- Papers on Church Reorganization [Background on Congregational Restructuring compiled by Congregational Life & Work/M.J. Russell, Conference UCW Rep on CL&W]. -- ca. 1968. -- 1 folder.
- Papers on 'Why an Executive Officer for Manitoba Conference' [Background Materials on Proposals for Conference Executive Officer]. -- 1968-1969. -- 1 folder.

### **Files of the Executive Secretary**

#### Ernest P. Johnston, 1970-1975

- [1969] Annual Reports [to] Manitoba Conference Annual Meeting [incomplete]. -- 1970. -- 1 folder.
- Evaluative Study of the Annual Meeting of Manitoba Conference [Report of Special Committee to Evaluate Style and Approach of Annual Meeting]. -- 1971. -- 1 folder.
- Report [of the Manitoba Representatives to] General Council Executive. -- 1972-1974. -- 1 folder.
- Study Kit 'Development in Northern Manitoba' [Background Materials Re: Northern Manitoba for meetings of Conference Executive/Sub-Executive also including 'Planning re: Indian Ministry Training']. -- 1973. -- 1 folder.
- [1972] Annual Reports to Manitoba Conference [Annual Meeting], Brandon, Manitoba. -- 1973. -- 1 folder.
- Reports/Working Papers to Conference Executive. -- 1976-1979. -- 1 folder.
- Correspondence/Minutes [of the Executive Secretary William Hickerson Re:] The Ontario Council [incomplete]. -- 1976-1981. -- 1 folder.
- Reports/Job Descriptions/Personnel Policies [to] Executive of Conference. -- 1972, 1974. -- 1 folder.

#### Accession: 2006 - 5

- Conference Newsletters. -- November 1980; March and June 1981 and December 2002. -- 1 folder.

### **Box 511/1-1 (former CL&W-A)**

#### **Files of the Executive Secretary**

##### Ernest P. Johnston, 1970-1975

- Congregational Life and Work. -- 1973. -- 1 folder.

### **Box 543**

#### **Records of the Executive Secretary**

- Alberta and Northwest Conference Formal Hearing 1994
- Brandon - Central United Appeal 1995
- Wellman Lake Camp Informal Hearing 1995
- Thunder Bay - Broadway United Appeal re: Marion McCreadie 1995
- Louis Pellisier Appeal vs. Assiniboine Presbytery 1995
- Louis Pellisier Appeal vs. Assiniboine Presbytery 1995 - 1996 (Hugo Unruh)
- Louis Pellisier Appeal vs. Assiniboine Presbytery 1996
- General Correspondence 1989 - 1992
- General Correspondence 1993 - 1995
- Conference Executive Secretaries Minutes and Correspondence 1991 - 1995

### **Box S-10-0 CA0089**

#### **Files of the Conference Secretary**

Includes:

G.H. Daly (1962-1964)

Fred C. Hubbard (1965-1968).

- Conference of Manitoba Church Court Correspondence. -- July, 1963-December, 1968. -- 2 folders.

#### **Files of the Executive Secretary**

##### Ernest P. Johnston (1970-1975)

- Correspondence pertaining to the Study of Conference Financial Administration. -- n.d. -- 1 folder.

William Hickerson (1976-1984)

- Correspondence and miscellaneous material. – 1977-1984. -- 8 folders + six dicta-phone tapes (contents unknown);  
Includes induction of Chaplains, December, 1977; nominations to Consultation on Theological Education in the '80's, February, 1978; induction of new Dean of Theology at the University of Winnipeg, April, 1978; Roll of Presbytery, May, 1978; Installation of Professors of Theology, 1979; Flood Relief, 1979; Theological Education by Extension Pilot Project, 1979/80; Task Force on the Changing Roles of Women and Men in Church and Society, 1981; Commissioned/Diaconal Ministry, 1981; Outreach Ministries, 1982; invitation to Inauguration of Plains Presbytery, September, 1984; and 1985-1987 Mission Study, November, 1984. Also includes minutes and correspondence of James Evans Memorial Museum, Inc., c. 1980-1983; and minutes, Correspondence pertaining to planning for General Council (Morden), 1984.

Diane Cooper (1985-1994)

- Correspondence. – 1988-1993. – 5 folders.  
Includes Avel, 1988-1992; material pertaining to ownership of Congregational Property, January, 1989-June, 1991; material pertaining to the translation of United Church of Manitoba Act into French, January, 1989-April, 1991; material pertaining to New Church Development, December, 1990; National Requests for Funding, March, 1991; and work referred to Division of Mission in Canada by 34th General Council, January, 1993.

**Files of the Conference President**

Roy F. Wilson (1963/64)

- Correspondence. – 1963-1964. – 1 folder.  
Includes material pertaining to Flin Flon Pastoral Charge Visitation Team; Conference on Church Architecture; and planning and programs for Annual Conference.

C. L. Barbour (1967/68)

- Outline of activities as President. – 1967-1968. – 1 folder.

John P. Freeman (1968/69)

- President's Memos and Newsletters/ Correspondence. – 1968-1969. – 1 folder.  
Includes material pertaining to the special ordination of Dorrie Archibald, Henry Koefoed & Ernie Schurman.

F. Edgar Jarvis (1969/70)

- President's Memos and Newsletters. – 1969-1970. – 1 folder.

Paul Campbell (1988/89)

- "President's Address to Conference". -- June 2, 1989. – 1 folder.

John Hogman (1992/93)

- "Presentation to the Panel on Education Legislation Reform". -- November 27, 1991. -- 1 folder.  
Includes the pastoral letter 'Concerning Religion in the Public Schools'.