

FINDING AID

Administrative Records of the Conference of Manitoba and Northwestern Ontario Fonds

Series 518/1 Conference Settlement Committee

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United Church of Canada Archives
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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.

518/1 Conference Settlement Committee. -- 1942-1980. -- 10cm textual records and other materials.

One of the major duties of the Conference is "to see that, as far possible, every pastoral charge within its bounds shall have a pastorate without interruption, and that every effective minister shall have a pastoral charge, and to effect this through a Settlement Committee which it shall appoint annually." (The Manual) The Settlement Committee was required to report to the annual meeting of Conference before the close of sessions. The Settlement Committee report must include a complete list of its appointments, the names of Ministers who, by Conference action, have been dropped from the Conference roll, and its recommendation as to the Presbyteries to which Ministers shall be designated who are not settled in Pastoral Charges. The Chairs of the Pastoral Relations Committee of each Presbytery were required to provide the Settlement Committee with information concerning vacancies within its bounds. This information was then immediately communicated to the Secretary of General Council for the information of the General Council Transfer Committee. Membership consisted of one ministerial and one non-ministerial representative from each Presbytery, selected by Conference from nominations made by the Presbyteries, as well as the President of Conference and an appropriate Conference staff person who served ex officio. Occasionally, the Settlement Committee would create a special sub-committee to study a particular issue. The Settlement committee also sponsored workshops on personnel issues and pastoral relations. Following Conference re-structuring in 1983, the Conference Settlement Committee came under the umbrella of the newly created Ministry and Personnel Council.

Items described here were acquired by the Conference archives in 1996 as part of a larger accession of administrative materials that had been stored in the basement of the Conference offices at 120 Maryland. Most of these records were created or acquired by Rev. J. Douglas McMurtry in his capacity as Conference Staff (Personnel), a position he held between 1972 and 1977. Also found here are items created or acquired by Rev. Raymond R. Smith, Superintendent of Home Missions and Field Secretary of Stewardship Services for South Western Manitoba, and Rev. E. P. Johnston, Executive Secretary of Conference from 1970 to 1975.

Records in this series cover the period from 1942 to 1980. Items pertaining to the Settlement Committee include minutes and reports of the committee, applications, resumes and requests for transfer from Order of Ministry personnel and correspondence from charges seeking a placement. In addition there are appraisals and assessments of candidates. Although the Settlement Committee has been continually in existence for the life of the Conference, records for this committee for the years prior to 1971 have not yet been located. Also found here are correspondence and other items dating from 1971 and pertaining to the Settlement Committee Sub-Committee on Multiple Ministries.

Title based on contents.

Items also include one reel to reel audio recording titled "Winnipeg Welcome New Ministers" and dated 3 December 1971.

Items culled from these records on accession included telephone messages; hand-written notes (not including those concerning interviews or attached to correspondence); blank forms; General Council Transfer Committee annual reports and inserts; Division of Mission and other national job postings; Division of Ministry, Personnel and Education Annual Ministerial Supply and Demand reports; the Division of Ministry, Personnel and Education "Manual of Personnel Policies and Procedures"; and various Notices of Meeting.

Access restricted; records pertaining to the employment of Ministry Personnel and Conference Staff normally may not be consulted until one hundred years (100) after the birth of the individual concerned except by that individual or with his/her written permission.

File level description; box list available.

Accession: 1996-21.

Location: Box 518-1 (former Box S-5-0).

File Description

1. Minutes. -- 1942-1978. -- 2 folders.

The Settlement Committee was appointed by Conference and enjoined to meet annually before the meeting of the Conference next after that by which it was appointed. While the Settlement Committee ordinarily met at the time of Conference they also had authority, through an Executive, to meet throughout the year in order to effect settlements if required. The Executive of the Settlement Committee would consist of the Chairman and Secretary of the committee, the President of Conference, the appropriate Conference Staff Person and the Chair of the Pastoral Relations Committee of the Presbytery or Presbyteries concerned.

Items described here consist of minutes of the Conference Settlement Committee dating from 1942 to 1952. Reports of the Committee are interspersed. Items also described here include minutes of the annual meetings of the Conference Settlement Committee as well as minutes of meetings of the Executive of the Manitoba Conference Settlement Committee, which were held as required. Minutes date from May 1971 to June 1978.

Title based on contents.

Reverse chronological order.

2. Reports. -- 1973-1980. -- 1 folder.

The annual reports of the Conference Settlement Committee to the annual meeting of Conference might include a general report on the annual meeting of the committee, recommendations arising from business brought before the meeting, transfers into and out of the Conference, lists of settlements and recommended placements, and Presbytery Supplementary Lists (of members of the Order of Ministry not settled on a charge and requesting to be left on the roll). The entire report of the Settlement Committee may be printed in the Conference Record of Proceedings or the general report and recommendations might be omitted from the published report.

Items described here consist of the complete reports of the annual meetings of the Conference Settlement committee dating from 1973 to 1978 and for 1980.

Title based on contents.

Reverse chronological order.

3. Settlement Committee Lists. -- 1971-1978. -- 9 folders.

Items described here consist of lists of ministerial personnel available for settlement within the Conference, lists of vacancies and lists of those requesting to be left without appointment. Also found here are applications for placement from both ordained personnel and lay supply, correspondence of the committee, and copies of Presbytery recommendations.

Title taken from folder labels.

Reverse chronological arrangement.

4. Sub-Committee on Multiple Ministries. -- 1971. -- 1 folder.

During the 1960s, the depopulation of rural areas made it increasingly difficult for rural churches to support a full-time minister. Increasingly, ministerial personnel found themselves serving multiple preaching points. In 1970, the Settlement Committee recommended interim arrangements with regard to the settlement of ministerial personnel in team ministries to Conference Executive while continuing to study the issue further. The Sub-Committee on Multiple Ministries was created under the Settlement Committee to undertake this study. The Sub-Committee presented its report to Conference in 1971, setting out guidelines for the creation of a Parish Development Team to act as a resource to Presbyteries in this area and guidelines for Presbyteries in the creation of larger parishes.

Items described here were created or acquired by Rev. E. P. Johnston, Executive Secretary of Conference from 1970 to 1975.

Items include correspondence pertaining to the creation of the Parish Development Team, a copy of draft terms of reference for the Sub-Committee on Multiple Ministries, and a copy of the Portage la Prairie Planning Commission Report.

Title based on contents.

Box List

Box 518-1 (Former Box S-5-0)

Records pertaining to Ministerial Personnel

- Conference Settlement Committee. -- 1971-1980. -- 10cm textual records.

Includes:

Minutes. -- 1942-1978. -- 2 folders.

Reports. -- 1973-1980. -- 1 folder.

Settlement Committee Lists. -- 1971-1978. -- 9 folders.

Sub-Committee on Multiple Ministries. -- 1971. -- 1 folder.