

FINDING AID

Administrative Records of the Conference of Manitoba and Northwestern Ontario Fonds

Series 518/3 Ministry and Personnel Council

- 518/3/1 Ministry and Personnel Unit

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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.

518/3 Ministry and Personnel Council. -- 1982-2003. --12 cm textual material.

Following the Conference administrative reorganisation in 1983 the various Conference responsibilities pertaining to Order of Ministry Personnel serving Pastoral Charges were collected under the umbrella of the Ministry and Personnel Council. These included the Settlement Committee; the Staff Advisory Committee; the Interview Board; the Committee on Education, Students and Church Vocations; the Continuing Education Committee; Internship programs; and the Indian Ministry Training Program Committee. Following Conference restructuring in 1993, most of the committees that had been grouped under the Ministry and Personnel Council then came under the newly created Ministry and Personnel Unit. These included the Committee on Education, Students and Church Vocations; the Interview Board; the Settlement Committee; and the Women in Ministry Committee.

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. The creator of this record is uncertain. However, it appears that a number of items were created or acquired by officers of the Ministry and Personnel Council. The surviving record is incomplete and large gaps exist in the record. Items found here include minutes of meetings of the Ministry and Personnel Council dating from 1983 to 1993 as well as correspondence and financial records of the Council. Also found here are items pertaining to the Conference Task Force on Clergy Ethics dating from 1983 to 1985; the Continuing Education Committee dating from 1982 to 1985; the Women in Ministry Committee (WEB) dating from 1989 to 1991 and the Ethnic Ministries dating from 1987 - 1993.

Title based on contents.

Items culled when these records were accessioned include cheque vouchers, cheque stubs, cancelled cheques and bank statements dating from 1991 to 1993.

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 lists available.

For items pertaining to the Indian Ministry Training Program dating from 1965 to 1980, see "509/1/3 Churches in Indian Communities" described as part of the series "509/1 Records of the Conference Committee on Home Missions"; see also the file "Indian Advisory Council" described as part of the series "501/1 Committees, Task Forces and Working Groups Answering to the Executive and Sub-Executive and Special Committees of Conference".

Accession: 1996-21; 2006 - 37

Location: Box 518-1 (former Box S-5-0); Box 544 (CA0455)

File Description

1. Minutes. -- 1983-1993. -- 1 folder.

Items described here consist of minutes of the meetings of the Ministry and Personnel Council dating from September 1983 to March 1993. Attachments to the minutes include reports made to the Council.

Title based on contents.

Location: Box 518-1

2. Correspondence. -- 1987-1993. -- 1 folder.

Items described here consist of the correspondence of the Council including memos and circular letters, and membership lists. Also found here are reports to the Council. These include the Internship Committee, March 1993; the Women in Ministry Committee, October 1991; and the Bursary Committee, October 1991. Correspondence also includes notifications to Presbyteries concerning Licenses to Administer the Sacraments and additions to/deletions from the Roll of Conference. Also found here is a copy of the Interview Board questionnaire for prospective candidates.

Items found here were created or acquired by officers of the Ministry and Personnel Council including various Council Chairs and the Council Treasurer.

Title based on contents.

Location: Box 518-1

3. Guidelines. -- [between 1983 and 1993]. -- 1 folder.

This folder includes copies of the Guidelines for the Professional Staff Person when Interviewing. These guidelines were offered for the use of professional United Church staff persons as they consider employment offers. Items also include a copy of the United Church Guidelines for developing Church Personnel Policies.

Title based on contents.

Location: Box 518-1

4. Finances. -- 1983-1992. -- 1 folder + 1 ledger.

This folder includes documents pertaining to the Financial expenditures of the Ministry and Personnel Council.

Location: Box 518-1

5. Continuing Education Committee. -- 1982-1985. -- 1 folder.

The Conference Committee monitored the operation of continuing education programs, including grant requests and evaluations, and encouraged members of the Order of Ministry to take advantage of continuing education opportunities. Items described here include minutes of meetings and committee reports as well as copies of grant applications and guidelines for applying for grants.

Title based on contents.

For information pertaining to the Continuing Education Committee prior to 1983, see the series "517/2 Continuing Education Committee".

Location: Box 518-1

6. Task Force on Clergy Ethics. -- 1983-1985. -- 1 folder.

This task force was conceived in 1983 as a task force on clergy lifestyles with a mandate to investigate clergy lifestyle choices, including sexuality, with a view to developing guidelines for Presbyteries and the Interview Board when dealing with this issue.

Items found here include minutes of meetings of the Task Force, and a list of task force members as well as the Task Force Report dating from December 1984.

Title based on contents.

See also the records of the "Conference co-ordinating Group for the Study of Sexuality, Lifestyles and Ministry" described as part of the series "501/1 Committees, Task Forces and Working Groups Answering to the Executive and Sub-Executive and Special Committees of Conference".

Location: Box 518-1

7. Women in Ministry Committee. -- 1983-1991. -- 5 folders.

The creation of the Women in Ministry Committee was approved in the fall of 1987 in order to meet the needs of the growing number of women entering accountable ministry within the Conference. Committee membership consisted of seven women hopefully balanced between lay, diaconal, ordained, staff associates, candidates, students, and interns. Committee members served for three years terms, renewable once. Items found here include the announcement of the creation of the Women in Ministry Committee sent to women in ministry in the Conference and including a list of committee members, dating from 1989; notes from the Event Planning Group (1984); Minutes and Reports, including minutes from Ministry and Personnel Council (1983-1987); and correspondence (1985-1986). Also found here is a copy of "WEB's Thoughts Re: Conference Visioning Committee Report" dating from October 1991 and records of the Women's Consultation Committee from April 1986.

Title based on contents.

For further information on other Conference committees concerned with women's issues see the series "516/2 Worship and Education Council Women's Groups".

Location: Box 518-1

8. Ethnic Ministries. -- 1987 - 1993. -- 2 folders.

In 1975, the first National Ethnic Committee is formed, under the Board of Home Missions. In addition to the national Unit-Wide Committee and the Advisory Committee, there are five Conference/Presbytery Ethnic Ministries Committees, including one for Winnipeg Presbytery. The Association of Chinese Congregations; Association of Japanese Congregations; Association of Korean Congregations; Association of Filipino worshipping communities in ethnic majority congregations and a Coalition (includes African, Armenian, Caribbean, Finnish, Ghanaian, Hungarian, Italian, Taiwanese, Ugandan, and Welsh) are all included in the Ethnic Ministries.

The records of the Ethnic Ministries housed at the archives include reports and minutes (1987 - 1993) and memos and correspondence (1988 - 1991).

Title based on contents.

See also the records of Raymond R. Smith for further records related to Ethnic Ministries.

The minutes of the Ethnic Ministries Committee also includes minutes from the Planning Committee; the Local Arrangemnets Committee; the Ethnic Ministries Working Unit and Multicultural Gathering.

Accession: 2006 - 37

Location: Off - site Box 544 (CA0455)

518/3/1 Ministry and Personnel Unit. -- 1989 - 2003. -- 6 cm textual material.

The Ministry and Personnel Unit was created as part of a major reorganization of Conference structure in 1993. Its purpose was to strengthen and support all ministry personnel of the church, including retirees, and to facilitate the training of people for leadership within the Presbyteries and congregations. The Standing Committees included within this unit are the Settlement; Internship; Education; Students and Church Vocations; Interview Board; Pension and Group Insurance Convener; Women in Ministry; Sexual Harassment Coordinating; Campus Ministry; and Bursary Committees. It also includes representatives from the St. Andrew's College Board of Regents, the University of Winnipeg - Council of the Faculty of Theology, and the University of Winnipeg Board of Regents. All Unit Executives were discontinued after another Conference restructuring in 2004.

The records of the Ministry and Personnel Unit came to the Conference Archives as part of a transfer of records from the Conference of Manitoba and Northwestern Ontario in 2006.

The surviving records of the Ministry and Personnel Unit include records of the Women in Ministry Committee (1989 - 1993) and records of the Campus Ministry Committee (1994 - 2003).

Title based on contents.

Further accruals are expected.

Accession: 2006 - 28

Location: Box 542 (Off – site CA0453); Box 544 (CA0455)

File Description

1. Records of the Women in Ministry Committee. -- 1989 - 1993. -- 2 folders.

The purpose of the Women in Ministry Committee was to raise awareness about the issues and concerns related to Women in Ministry and to provide support for women in ministry within the conference. Membership included a convener and six women ministry personnel. The Women in Ministry Committee ceased to exist after the Conference restructuring in 2004.

The surviving records of the Women in Ministry Committee include event materials from 1989 and 1993.

Title based on contents.

2. Records of the Campus Ministry Committee. -- 1979 - 2003. -- 2 folders.

The purpose of the Campus Ministry Committee is to provide a system of support and accountability to the United Church Chaplain at the University of Manitoba, and to expand the Chaplaincy services to other universities within the conference.

The surviving records of the Campus Ministry Committee include minutes dating from (1996 - 2003); mailouts, pamphlets and newsletters (1995 - 2003); handbook (1997, 2000); articles (2000 - 2001) Orders of Service and posters (2002 - 2003) reports and correspondence (1996 - 2003); and other records 2001 - 2002.

Title based on contents.

Accession: 2006 - 28; 03 - 50

Records described here also include records from the Chaplain's Advisory Group (1979 - 1980) and the University of Manitoba Chaplain's Association (1995 - 2003).

Box List

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

Ministry and Personnel Council

- Minutes. -- 1983-1993. -- 1 folder.
- Correspondence. -- 1987-1993. -- 1 folder.
- Guidelines. -- [between 1983 and 1993]. -- 1 folder.
- Finances. -- 1983-1992. -- 1 folder + 1 ledger.
- Continuing Education Committee. -- 1982-1985. -- 1 folder.
- Task Force on Clergy Ethics. -- 1983-1985. -- 1 folder.
- Women in Ministry Committee. -- 1983-1991. -- 4 folders.
- Women's Consultation Committee. -- April 1986. -- 1 folder

Box 542 (Off – site CA0453)

Ministry and Personnel Unit

- Women's Ministry Committee -"Free To Be Friends" 1989
- Women's Ministry Committee Windows Event

Box 544 (Offsite)
Ministry and Personnel Unit

- Campus Ministry Committee Minutes 1994 - 1998 (includes correspondence, self evaluations and hand outs and Report of the Task Force on Future Directions in Campus Ministry to Ministry and Personnel Council - March 1991)
- Campus Ministry Committee Minutes 1999 - 2000 (includes correspondence, self evaluations, 2000 Campus Ministry Handbook and hand outs)
- Campus Ministry Committee Minutes 2001 - 2003
- Campus Ministry Committee Minutes 1994 - 1998 (includes correspondence, self evaluations and hand outs and Report of the Task Force on Future Directions in Campus Ministry to Ministry and Personnel Council - March 1991)
- Campus Ministry Committee Correspondence, Self Evaluations, 2000 Campus Ministry Handbook and Hand Outs 1999 - 2000
- Campus Ministry Committee Minutes 2001 - 2003 (includes correspondence, Mission Support Grant Application, and Affirming Ministry Service)
- Campus Ministry Committee / University of Manitoba Chaplain's Association Mail - outs, Pamphlets and Newsletters 1995 - 2003
- Division of Ministry, Personnel and Education: "Handbook for Local Campus Ministry Committees" 1997, 2000
- Campus Ministry: "Divine Write" and "Faithfully Yours" Articles for The Manitoban [2000 - 2001}
- Campus Ministry: December 6 Memorial Service, Including Minutes, Correspondence, Programs and Posters 2000, 2002
- Campus Ministry: "Affirm United" Membership 2001

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- Campus Ministry: Appointment of Anne Manikel 2002
- Campus Ministry: "A Reflection on Campus Ministry" by Anne Manikel 2002
- Campus Ministry: "Second Sunday, Second Chance" Orders of Service and Posters 2002 - 2003
- University of Manitoba Chaplain's Association Minutes, Reports and Correspondence 2001 - 2003
- Campus Ministry Minutes, Reports, Correspondence, Proposals and Financial Records 1996 - 2000
- Campus Ministry Minutes, Reports, Correspondence, Proposals and Financial Records 2001 - 2003

Ministry and Personnel Council

- Ethnic Ministries Committee reports and minutes 1987 - 1993
- Ethnic Ministries Committee memos and correspondence 1988 - 1991