

FINDING AID

Administrative Records of the Conference of Manitoba and Northwestern Ontario Fonds

Series 518/4 Conference Personnel Officer

- 518/4/1 Rev. J. Douglas McMurtry
- 518/4/2 Rev. Hugo Unrah
- 518/4/3 Pastoral Relations

Author Linda White, 2002; Revised 2003, 2006, 2013, 2014

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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.

518/4/1 The Rev. J. Douglas McMurtry. -- 1972-1977. -- .5m textual records.

Rev. McMurtry had previously been employed in the Conference as a Superintendent of Home Missions and Field Secretary of Missionary Maintenance/Stewardship Services from 1966 to 1972. Many of the issues he was concerned with during that period, such as the effects of hydro-electric development on the lives of First Nations peoples in Northern Manitoba, continued to interest him after his appointment as Conference Personnel officer and, in addition to items pertaining to personnel topics, material on these issues can be found in these files.

The types of records found here include correspondence and materials retained for information pertaining to United Church personnel in the Conference. Items of special note found here include the file '[Urban] Indian Ministry' containing material on the Winnipeg Presbytery Commission on the Disbanding of St. Giles Congregation, the Winnipeg Presbytery Workers Among the Indians Support Committee, the Urban Church Council Report "Native Canadians and the United Church", the "Report of the Tri-Presbytery Planning Committee on Ministry in Indian Communities", and a personnel file on the Roseau River vacancy dating from 1974 to 1976. Also found here is the file '[General Council] Task Force on Ministry', including a copy of the task force report and Conference discussion of the report.

Title based on contents.

Items are arranged alphabetically by subject.

Items culled from these files on accession included research materials retained by Rev. McMurtry for information only, monthly print-outs from the Division of Mission listing the names and amounts issued to persons attending Continuing Education across Canada, blank Bursary application forms, National Committee minutes, and National Transfer Committee reports.

The Finding Aid is a box list.

Location: Box 518-2 (former Box S-5-1).

518/4/2 Rev. Hugo Unruh. -- 1979-1983. -- 5cm textual records.

The types of records found here include correspondence and materials retained for information pertaining to United Church personnel in the Conference. These files can be described as 'General Files' in that they do not usually deal with matters directly related to specific personnel but rather pertain to work with United Church personnel in general.

Title based on contents.

Items are arranged alphabetically by subject.

Items culled from these files on accession included blank Bursary application forms, and national Division of Ministry, Personnel and Education memos pertaining to manuals and policy on the training of Lay Supply and the Summer Intern Program.

The Finding Aid is a box list.

Location: Box 518-2 (former Box S-5-1).

518/4/3 Pastoral Relations. -- 1973-1993, predominant 1973-1984. -- .5m textual records.

Records of Pastoral Relations deal with relations between ministerial personnel and their pastoral charges. As a result these files contain information pertaining to ministerial personnel as well as minutes and reports copied from Presbytery Pastoral Relations Committees. These folders contain items created or acquired by various Conference Personnel Staff officers.

Title based on contents.

Files are predominately arranged alphabetically by Presbytery along with records pertaining to the specific charges of Korean United Church, 1976/77; Kildonan, 1980/81; McKenzie United Church, 1981; Northminster Memorial (Flin Flon), 1983; Plumas-lakeshore, 1981; Pembina Parish, 1979; Portage-Long Plain, 1980; Red Sucker Lake, 1983; and Young-All Saints Anglican.

Items culled from these files on accession included Orders of Service (unless concerned with the induction of identified personnel), housekeeping notes (i.e. send six forms to...), and copies of notices of meeting, agendas and minutes of meetings of Presbytery Executive and Committees.

The Finding Aid is a box list.

Location: Box 518-3 (former Box S-5-2).

Box Lists

Box 518-2 (former Box S-5-1)

Records of Conference Personnel Officer

- Rev. J. Douglas McMurtry. -- 1972-1977. -- .5m textual records.

As follows:

- Cambrian Presbytery Indian Worker Support.
- Cambrian Presbytery Staff (Ed Prinselar).
- Candidature, National Committee on Candidate's Financial Assistance.
- Chilean Ministry, Winnipeg.
- Continuing Education.
- Continuing Education Committee.
- Continuing Ed Consultant.
- Division of Mission in Canada (Manitoba Representatives).
- Deaconesses.
- Education Grant.
- 'General Correspondence' (2 files).
- General Council Task Force on Ministry.
- Indian Ecumenical Conference.
- Indian Ministry.
- Indian Ministry Training Program.
- Injured Workers Association.
- Inter-Church Relationships.
- Internship.
- Listening Conference.
- National Committee on Pastoral Relations.
- National Field Staff Committee.
- Northern Development.
- Orientation Training for Persons Entering Native Ministry.

- Outside Inquiries re: Personnel.
- United Church Observer.
- Pastoral relations Committees.
- Retirements and Pension Funds.
- Roseau River vacancy, 1974-1976
- 'Successor'.
- Pastor's Groups (Includes information on U of W Field Groups).
- Personnel (Recruitment).
- Sabbatical Leave.
- St. Andrew's College Intern Year.
- Staff Deployment Consultation.
- 'Smoke Signals'.
- Shared Ministries.
- 'Shared Ministry Research Project', J.H. Dean.
- Team Ministry, Consultation on.
- Theological Education by Extension.
- [General Council] Task Force on Ministry.
- Thompson Staff Person.
- Thompson Worker with Indian People.
- Transfer Committee.
- Unified Board Structures.
- Vocations (Recruitment).
- Women in the Church.

- Rev. Hugo Unruh. -- 1979-1983. -- 5cm textual records.

As follows:

- Bursary Grants.
- Continuing Education Committee.
- General Correspondence.
- Lay Supply.
- Northern Elders Council, Report.
- Theological Education for Ministry, Committee on.

Box 518-3 (former Box S-5-2)

Records of Conference Personnel Officer (Pastoral Relations)

- Pastoral Relations. -- 1973-1993, predominant 1973-1984. -- .5m textual records.

As follows:

Birtle

Brandon (2 files)

Cambrian

Carman (2 files)

Northland (2 files)

Portage la Prairie

Selkirk (2 files)

Winnipeg (2 files)

Korean United Church.

Kildonan United Church.

McKenzie United Church (Amendments to Constitution).

Northminster Memorial United Church (Flin Flon).

Plumas-Lakeshore United Church.

Pembina Parish United Church.

Portage-Long Plain United Church.

Red Sucker Lake United Church.

Young-All Saints Anglican Planning.