

# FINDING AID

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

Series 520/2 Church Home for Girls

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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.

**520/2 Church Home for Girls. – 1945-1976. – 1.5m textual records and other material.**

In 1911, the Winnipeg Women's Union of the Presbyterian Church amalgamated with the Women's Moral Reform Council in order to undertake the support of a Social Service Rescue Home on Simcoe Street in Winnipeg. Social Service Homes, previously called Redemptive or Rescue Homes, were initially involved with rescuing women from 'white slavery', or what we now call prostitution. Often the point of initial contact would be in providing a safe place for a woman alone to await the birth of a child. Both the Presbyterian and Methodist Churches operated rescue homes in Winnipeg. Eventually, the work expanded to include work with all women who had 'fallen' and with unwed mothers. The Social Service Board of the Presbyterian Church provided financial support for the Home and the Women's Union was responsible for day to day management and any extra expenses. A second home was opened next door in 1913. In 1917, the Women's Union joined with the Methodist Deaconess Aid Society in the operation of the Home. In 1923 the United Social Service Home, as it was now called, was relocated to Kildonan. In 1929 the Anglican Church began contributing funding and became involved in the operation of the home. Around this time it began to be known as the Church Home for Girls. For most of its life span, the Church Home for Girls simply offered accommodation to unmarried women awaiting the birth of their children. These children would then almost always be placed for adoption. By 1959, the Church Home was operated under the supervision and direction of the Provincial Department of Child Welfare. The Home was essentially independent from the United Church when it was incorporated in 1962, however, the United Church continued to provide membership for the Home's Board and to receive annual reports.

Changing attitudes to single motherhood in the 1960s led to decreased demand for the pre-natal services of the Church Home for Girls, referrals fell off and it was eventually closed in 1974. In response to the growing trend among teen-aged mothers to keep their babies the Home became involved with the McMillan House Project that offered postpartum accommodation for single mothers and their infants along with instruction in child care and housekeeping skills. McMillan House operated at 824 McMillan Avenue from 1972 to 1976. Despite the closure of the facility known as the Church Home for Girls in Kildonan in 1974, the name of the corporate entity responsible for the McMillan House program remained the Church Home for Girls until it was wound up in 1976.

Correspondence pertaining to the closure of McMillan House in 1976 (found among the records of the Anglican Women's Auxiliary and housed at the Archives of the Anglican Church of Canada, Diocese of Rupert's Land) indicates that the bulk of the administrative records of the Church Home for Girls and the McMillan House project came to the Conference Archives at that time. Exceptions include tax receipts and 'old legal documents' that were sent to Winnipeg Presbytery, funding records that were sent to the United Way and research materials that were sent to the Social Planning Council. Client records were repatriated to Provincial Child Welfare agencies.

Records of the Church Home for Girls that are described here include Minutes of the Board, 1959-1976; Lists of Board Members, 1955-1976; Records of Incorporation and Policy, 1957-1962; Annual Corporation Returns, 1971-1975; Annual Reports, 1945-1975; Reports of the Superintendent and Executive Director, 1956-1974; Statistical Reports, 1963-1973; Board Correspondence, 1958-1970; Executive Director's Correspondence, 1971-1976; Finance Committee Correspondence, 1960-1963; records pertaining to United Way Admission, 1965-1966; Financial Reports, 1933-1975; records pertaining to Insurance, 1961-1974; Property Records, 1962-1966; records of Publicity, [ca.1940]-1975; History and Program, 1957-1974; Resource Materials, 1938-1975; Lists of Former Residents, [before 1976]; records of the McMillan House Project, 1972-1976; and records of the Women's Auxiliary, 1948-1975.

Title based on contents.

Records include five publicity photographs.

Records have been arranged based on administrative function; duplicates as well as instruction manuals for the boiler and swimming pool equipment have been discarded by the arranging archivist; various financial records, such as cancelled cheques, were discarded in 1976.

File level description; box lists available.

Some restrictions on access; see file level descriptions.

Further records pertaining to the Church Home for Girls may be found with the records of Winnipeg Presbytery.

Records pertaining to the closure of the Church Home for Girls' McMillan House project in 1976, the sale of the property and the disposition of the Home's records are found among the records of the Anglican Women's Auxiliary, housed at the Archives of the Anglican Church of Canada, Diocese of Rupert's Land in Winnipeg (Box # DRL-84-26).

Location: Box 520/2-1; Box 520/2-2 (previously Church Home for Girls Boxes A and B); S-Blueprints.

**File Description**

**1. Minutes of the Board. – 1959-1976. – 12 folders.**

At Union, the day to day work of the Church Home for Girls was supervised by an Institutional Board drawn from the membership of the Winnipeg Women's Union with ultimate oversight by the Presbyterian Board of Social Service and Evangelism. After 1925, a Board was appointed which would have oversight of the Home on behalf of the Manitoba Conference. The Board was drawn from among members of the United Church and oversight provided by the Conference Committee of Evangelism and Social Service. After the Anglican Church began co-operating in the operation of the Home ca.1929, the Board size was recommended to be 15 members with five Board positions reserved for members of the Anglican Church of Canada to be appointed by the Bishop of Rupert's Land. Over time representation came to be divided 25% appointed by the Anglican Church to 75% appointed by the United Church. The Bishop of Rupert's Land and Manitoba Conference of the United Church continued to supply all the board members until the Home was incorporated in 1962 at which time, appointees from the wider community were added.

Minutes of the Board that form part of this sub-series date from 1959 to 1976. There is evidence that minute books dating from 1913 were part of the collection of records when the Church Home for Girls was closed in 1976. These minute books did not come to the United Church Archives and their location has not yet been determined. Interspersed among the minutes are other records such as correspondence, agendas and annual reports.

Title based on contents.

**2. Lists of Board Members. – 1955-1976. – 1 folder.**

Items found here include lists naming the members of the Board of the Church Home for Girls, the members of the Executive and the composition of standing committees.

Title based on contents.

**3. Records of Incorporation and Policy. – 1957-1962. – 1 folder.**

This folder includes records pertaining to the incorporation of the Church Home for Girls in 1962, copies of the constitution and by-laws of the Home and documents pertaining to Church Home for Girls Policy.

Title based on contents.

**4. Annual Corporation returns. – 1971-1975. – 1 folder.**

Items found here include copies of the annual returns that the Board of the Church Home for Girls was required to file according to the regulations of the Companies Act of the Province of Manitoba.

Title based on contents.

**5. Annual Reports. – 1945-1975. – 2 folders.**

These folders contain the annual reports of the Board of the Church Home for Girls as well as the reports of the various standing committees. Interspersed among these reports are annual reports of the Superintendents/Executive Directors of the Home.

Title based on contents.

**6. Reports of the Superintendent and Executive Director. – 1956-1974. – 3 folders.**

Included here are monthly reports of the Superintendent/Executive Director of the Church Home for Girls dating from 1956 to 1966 as well as annual reports of the Executive Director dating from 1973 and 1974.

Title based on contents.

**7. Statistical Reports. – 1963-1973. – 1 folder.**

Items found here include various statistical reports pertaining to admissions to the Church Home for Girls as well as statistics on 'unmarried mothers' and 'illegitimate births'.

Title based on contents.

**8. Board Correspondence. – 1958-1970. – 1 folder.**

Title based on contents.

**9. Executive Director's Correspondence. 1971-1976. – 4 folders.**

Title based on contents.

**10. Finance Committee Correspondence. – 1960-1963. – 1 folder.**

Items found here include the correspondence of Rev. Fred C. Douglas in his capacity as Chair of the Church Home for Girls Finance Committee from 1960 to 1963. During this time the Home was incorporated and also embarked on an ambitious building project.

It is not clear if this file was accessioned along with the other records of the Church Home for Girls or if it was accessioned as part of a collection of records coming from Winnipeg Presbytery or the offices of Conference Administration.

Title based on contents.

**11. United Way Admission. – 1965-1966. – 1 folder.**

Items found here include materials pertaining to the application of the Church Home for Girls for admission to the United Way funding program in 1966.

Title based on contents.



**12. Financial Reports. – 1933-1975. – 6 folders.**

These folders contain annual financial reports dating from 1933 to 1974 and monthly financial reports dating from 1971 to 1975.

Title based on contents.

**13. Insurance. – 1961-1974. – 1 folder.**

Items found here include documents pertaining to insurance coverage for the Home for the years 1961 to 1962 and 1974.

Title based on contents.

**14. Property Records. – 1962-1966. – 3 folders.**

These folders contain blueprints and drawings, ca.1962; contractor's specifications and deficiency reports, 1962-1965; and correspondence pertaining to the water treatment and septic systems, 1964-1966.

Title based on contents.

**15. Publicity. – [ca.1940]-1975. – 2 folders.**

These folders include brochures dating from between ca.1940 and ca.1975 as well as McMillan House publicity dating from 1972 to 1975.

Title based on contents.

**16. History and Program. – 1957-1974. – 1 folder.**

Items found here include various materials describing the history and program of the Church Home for Girls.

Title based on contents.

**17. Resource Materials. -- 1938-1975. – 10 folders.**

These folders contain various articles, studies, briefs, addresses and reports pertaining to the work with young, unmarried parents.

Title based on contents.

**18. Former Residents. –[before 1976]. – 1 folder.**

Items found here include a list of names and addresses of former residents of the Church Home for Girls.

Title based on contents.

Access to materials containing identifying information pertaining to individuals is restricted.

**19. McMillan House Project. – 1972-1976. – 10 folders.**

During the late 1960s, the Board of the Church Home for Girls came to the realisation that the demand for the type of program that they had been offering was no longer meeting the needs of the unmarried mothers who made up their clientele. Single mothers were more likely to decide to keep their babies than to give them up for adoption. There was, however, a need for a half-way house type of accommodation that would offer life skills training to young mothers who had decided to retain custody after giving birth. McMillan House, located at 824 McMillan Avenue, was created to fulfil this need. The home was opened in 1972 and closed in 1976 due to the failure to secure sustainable funding for the project.

Records found here include the minutes of the McMillan House Advisory Committee, 1972-1976; studies, proposals and evaluations pertaining to the McMillan House program, 1972-1975; records pertaining to a grant proposal and application for funds to the Federal Department of Health and Welfare, 1975; items pertaining to the revision of the McMillan House program, 1975; housekeeping records for McMillan House, 1975-1976; minutes of McMillan House Group Meetings, 1975-1976; and materials used as part of the McMillan House education program.

Title based on contents.

**20. Records of the Women's Auxiliary. – 1948-1975. – 3 folders.**

These folders contain annual reports of the Church Home for Girls Women's Auxiliary dating for 1948 to 1975, annual reports, financial/purchasing reports, meeting minutes and membership lists dating 1948 to 1972 (1948 – 1963 predominant) and minutes and other miscellaneous information dating from 1968 to 1975.

Title based on contents.

## **Box Lists**

### **Box 520/2-1 (previously Church Home for Girls A)**

#### **Social, Pastoral and Educational Institutions Collection. Church Home for Girls.**

Accession Undetermined

- Minutes of the Board. – 1959-1976. – 12 folders.
- Lists of Board members. – 1955-1976. – 1 folder.
- Records of incorporation and policy. – 1957-1962. – 1 folder.
- Annual reports. – 1945-1975. – 2 folders.
- Reports of the superintendent and executive director. – 1956-1974. – 3 folders.
- Statistical reports. – 1963-1973. – 1 folder.
- Board correspondence. – 1958-1970. – 1 folder.
- Finance Committee correspondence. – 1960-1963. – 1 folder.
- United Way Admission. – 1965-1966. – 1 folder.
- Executive Director's correspondence. 1971-1976. – 4 folders.
- Publicity. – [ca.1940]-1975. – 2 folders.
- History and program. – 1957-1974. – 1 folder.
- Resource materials. -- 1938-1975. – 10 folders.
- Financial reports. – 1933-1975. – 6 folders.
- Insurance. – 1961-1974. – 1 folder.
- Property records. – 1962-1966. – 2 folders.
- Former residents. –[before 1976]. – 1 folder.

### **Box 520/2-2 (previously Church Home for Girls B)**

#### **Social, Pastoral and Educational Institutions Collection. Church Home for Girls.**

Accession Undetermined

- McMillan House Project. – 1972-1976. – 10 folders.
- Records of the Women's Auxiliary. – 1948-1975. – 3 folders.

### **S-Blueprints**

#### **Social, Pastoral and Educational Institutions Collection. Church Home for Girls.**

- Plans for new building; c. July, 1962.
- Revisions; c. August and Sept., 1962.