

# FINDING AID

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

Series 528/1

Winnipeg Unit of the Fellowship of Professional Women

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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.

**528/1 Records of the Winnipeg Unit of the Fellowship of Professional Women. – 1949-1980. – 10cm textual material.**

The Fellowship of Professional Women in The United Church of Canada (also known as the Fellowship of Professional Women Workers) was formed between 1938 and 1939 to bring together women in full-time employment within the United Church. Women workers held a variety of positions, most common were missionaries (domestic and foreign), educators, nurses, doctors, religious education directors and institutional administrative staff such as executive secretaries. Parallel to the Fellowship was the Deaconess Association of the United Church of Canada, but some Deaconesses belonged to both Associations. It is uncertain when a Winnipeg Unit, which functioned as the Conference level of the Association, was formed. In 1963, the national Fellowship of Professional Women joined with the national Deaconess Association (formed in 1926 from the Presbyterian and Methodist Associations) to create the Fellowship of Deaconesses and Other Women Workers. This association was in turn dissolved in 1971 with the formation of The Association of Professional Church Workers (ACPW) an association of men and women working in a professional capacity in the Anglican and United Churches. It does not appear, however, that the Winnipeg Unit conformed to this pattern as records show that the Winnipeg Fellowship of Professional Women continued to function at least until 1980. The APCW ceased operations in 1987, directing its members to Diakonia of the United Church, formed in 1984, and the Anglican Lay Ministry Group.. The location of surviving records for a Manitoba Conference Deaconess Association has not yet been determined.

According to the Constitution of the Fellowship of Professional Women in The United Church of Canada officers of a local unit included the Past President, President, Treasurer, Recording Secretary and Corresponding Secretary. In areas where membership was small, two or more offices might be combined.

Surviving records of the Manitoba Unit of the Fellowship of Professional Women date from 1949 and include Minutes, 1949-1975; Constitution, 1956-1965; Membership Lists, 1949-1980; Minutes of the National Executive, 1958-1959; Records of Proceedings of the joint National Conference of the Fellowship of Professional Women and the Deaconess Association, 1955-1967; and Deaconess Order Materials, 1961-1965.

Title based on contents.

File level description; box list available.

See Diakonia of the United Church Fonds in this repository.

See Fellowship of Deaconesses and Other Women Workers Fonds in the holdings of the General Council Archives of The United Church of Canada for reports of the Conference Deaconess Association, 1926-1963, and reports of the Conference Fellowship of Professional Women, 1942-1963.

Location: Box 505/1-3.

**File Description**

**1. Minutes. -- 1949-1975. – 2 folders.**

These folders contain minutes of the general and executive meetings of the Manitoba Unit of the Fellowship of Professional Women. Also included are copies of circular letters from the national office of the Fellowship in Toronto.

Title based on contents.

Records here do not include the minutes for the period 1952-1954.

**2. Constitution. – 1956-1965. – 1 folder.**

Items found here include several versions of the Constitution of the Fellowship of Professional Women.

Title based on contents.

**3. Membership Lists. – 1949, 1951, 1964/65, 1979/80. – 1 folder.**

The membership lists found here contain the names of members of the Winnipeg Unit of the Fellowship of Professional Women.

Title based on contents.

**4. Minutes of the National Executive. – 1958-1959. – 1 folder.**

Title based on contents.

**5. Records of Proceedings of the joint National Conference of the Fellowship of Professional Women and the Deaconess Association. – 1955-1967. – 1 folder.**

Title based on contents.

**6. Deaconess Order Materials. – 1961-1965. – 1 folder.**

Items found here include circular letters, a 1961 draft constitution for the Deaconess Order and a paper on the historical background of the order. Also found here is an undated paper on the opportunities for full time work for women in the church and another on 'The Church and the Teenager'.

Title based on contents.

Box List

**Box 505/1-3 (Previously WO11)**

**Records of Conference Women's Groups. Records of the Fellowship of Professional Women.**

Undetermined Accession (possibly 1984/85)

- Minutes. 1949-1975. – 2 folders.
- Constitution. – 1956-1965. – 1 folder.
- Membership Lists. – 1949, 1951, 1964/65, 1979/80. – 1 folder.
- Minutes of the National Executive. – 1958-1959. – 1 folder.
- Records of Proceedings of the joint National Conference of the Fellowship of Professional Women and the Deaconess Association. – 1955-1967. – 1 folder.
- Deaconess Order materials. – 1961-1965. – 1 folder.

**Records of Conference Women's Group, Records of the Deaconess Society**

Undetermined Accession:

- Minutes. -- 1926. -- 1 folder.
- Financial Statements from the Methodist Deaconess Board/ Conference Deaconess Society. -- 1922 - 1937.-- 1 folder.
- Miscellaneous Correspondence. -- 1925 - 1937. -- 1 folder.
- Methodist Deaconess Board/ Conference Deaconess Society Cash Book. -- 1922 - 1937. -- 1 volume.
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