

**FINDING AID
TO THE
ADMINISTRATIVE RECORDS OF THE UNITED CHURCH OF CANADA
CONFERENCE OF MANITOBA AND NORTHWESTERN ONTARIO**

Overview Description and Series and Sub-Series List

Linda White

Revised January 2003 by Megan Kozminski

Revised June 2006 by Gayle Gessner

Revised 2013 by Kristian Klippenstein

Revised 2014 by Caryn Douglas

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Title: Administrative Records of the Conference of Manitoba and Northwestern Ontario Fonds

Dates: 1917 - 2004; predominant 1954-1993.

Extent: 43m of textual records and other material

Repository: United Church of Canada Archives Winnipeg

Historic Notes

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. The courts 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 the 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 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.

Custodial History

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.

Scope and Content

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; Evangelism and Social Action Council, 1983-1993; Inter-Conference and Ecumenical Groups reporting to the Evangelism 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.

Arrangement

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.

Finding Aids

Finding Aids consist of series descriptions and box lists; some sub-series and file level description available. Some photographs have been digitized and an item level description is available.

In 2014 the Finding Aid, which is over 600 pages, was segmented into Series documents and the relevant Box Lists, where available, were integrated into the separate documents to aid researchers. The full Finding Aid and Series documents are available from the Archives and are also available at UCCArchivesWinnipeg.ca

The Series Documents are described here, including Series and Sub-Series titles:

500 / 1	Conference Annual Meetings
500/1/1	Minutes of Conference Annual Meetings
500/1/2	Conference Annual Meeting Planning and Programming
500/2	Conference Executive
500/2/1	Minutes of the Executive and Sub Executive Committee
500/2/2	Records of Executive Officers
500/3	Conference Offices
501/1	Committees of the Executive and Special Committees
505/1	Woman's Missionary Society
505/2	WMS Archives
506/1	Conference (Men) Lay Association
506/2	District Council AOTS
508/1	Conference Christian Education
508/1/1	Conference Committee on Christian Education
508/1/2	Christian Education Business Committee
508/1/3	Conference Committee on Christian Education Sub- Committees
508/1/4	Young People's Union (YPU)

*Administrative Records of the
Conference of Manitoba and Northwestern Ontario Fonds Description*

- 509/1** Home Missions Committee
 - 509/1/1** Minutes of the Home Missions Committee
 - 509/1/2** Registers of Home Missions Student Fields
 - 509/1/3** Churches in Indian Communities
 - 509/1/4** Advisory Committee to the Building Administrator
 - 509/1/5** Indian Metis Reception Lodge
 - 509/1/6** Sub - Committee on Chaplaincy in Hospitals and Custodial Institutions

- 509/2** Superintendents of Home Missions
 - Excerpt 1: General Files
 - Excerpt 2: Property and Maintenance
 - Excerpt 3: Presbytery Files
 - Excerpt 4: Property Grants and Loans for First Nations

- 509/3** Administration of Norway House Residential School

- 509/4** Conference Hospitals

- 509/5** Home Missions Inter - Conference and Ecumenical Groups

- 510/1** Conference Evangelism and Social Service Committee

- 511/1** Congregational Life and Work
 - 511/1/1** Congregational Life and Work Committee
 - 511/1/2** Crossreach
 - 511/1/3** Project for the Development of Church School Curricula and Training Programs for Indians in Manitoba Conference
 - 511/1/4** Prairie Christian Training Centre

- 512/1** Church in Society Committee

- 512/2** Evangelism and Social Action Council
 - 512/2/1** Evangelism and Social Action Council
 - 512/2/2** Committees and Portfolios Reporting to the Evangelism and Social Action Council
 - 512/2/3** Evangelism and Social Action Council [Inter - Council] Communications Committee

- 512/3** Inter - Conference and Ecumenical Groups Reporting to the Evangelism and Social Action Council
 - 512/3/1** Canadian Foodgrains Bank
 - 512/3/2** Christmas Cheer Board
 - 512/3/3** Church and Community Inquiry into Unemployment
 - 512/3/4** Committee on Theological Education for Ministry
 - 512/3/5** Inter - Church Coalition on Africa
 - 512 /3/6** Inter - Church Commission for Isolated Communities
 - 512 /3/7** Inter - Church Committee for World Development Education
 - 512/3/8** Inter - Church Task Force on Northern Flooding
 - 512/3/9** Interfaith Pastoral Institute
 - 512/3/10** Manitoba Interfaith Council
 - 512/3/11** PLURA
 - 512/3/12** Social Assistance Coalition of Manitoba

- 515/1** Conference Communications
 - 515/1/1** Broadcasting

*Administrative Records of the
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515/1/2	Conference Communications Committee
515/1/3	Media Resource Committee
515/1/4	Inter - Council Communications Committee
516/1	Worship and Education Council
516/1/1	Worship and Education Council
516/1/2	AVEL/CANEC Regional Advisory Committee
516 /1/3	AVEL Management Committee
516/1/4	Conference Camping Committee
516 /1/5	"Cross Currents" Advisory Committee
516/1/6	Families 2000
516/1/7	Leadership Network Steering Committee
516/1/8	Ministry with Children Committee
516 /1/9	Resource Centre Advisory Committee
516/1/10	Senior's Committee
516/1/11	Share Fair Planning Committee
516 /1/12	United Church Publishing House [Regional] Advisory Committee
516/1/13	Worship Committee
516/1/14	Youth Committee
516//1/15	Learning on the Way
516/2	Worship and Education Council Women's Groups
516/2/1	UCW Coordinating Committee
516/2/2	Women's Concerns Task Group
516 /2/3	Women's Consultation
516/2/4	Committee of Women's Ministries
516/3	Education and Justice Unit
516/3/1	Justice Committee
516/3/2	Education Committee
516/3/3	Communication Committee
517/1	Committee on Education, Students and Church Vocations
517/2	Continuing Education Committee
517/3	[Interim] Placement Committee
518/1	Conference Settlement Committee
518/2	Conference Staff Committees
518/3	Ministry and Personnel Council
518/3/1	Ministry and Personnel Unit
518/4	Conference Personnel Officer
518/4/1	Rev. J. Douglas McMurtry
518/4/2	Rev. Hugo Unruh
518/4/3	Pastoral Relations
518/5	Conference Personnel Records
518/5/1	Summer Interns
518/5/2	Lay Personnel
518/5/3	Ministerial Personnel
518/5/4	License to Administer the Sacraments

*Administrative Records of the
Conference of Manitoba and Northwestern Ontario Fonds Description*

	518/5/5	Special Ordinations
	518/5/6	Pension Books
519/1		Conference Finance Committee
519/2		Conference Administration Support
	519/2/1	Congregational Support Committee
	519/2/2	Administrative Support Committee
519/3		Administrative Support Staff
519/4		Conference Stewardship
	519/4/1	Conference Stewardship Committee
	519/4/2	Conference Stewardship Council
	519/4/3	Stewardship and Mission Unit
520/1		Church Camps
	520/1/1	United Church Fresh Air Camps
	520/1/2	Rock Lake United Church Camp
	520/1/3	Belair United Church Christian Education Camp
	520/1/4	Portage Presbytery Camps
520/2		Church Home For Girls
521/1		Records of the Women's Union
523/1		Woman's Association
524/1		United Church Women
528/1		Fellowship of Professional Women
540/1		CGIT (Canadian Girls in Training)
	540/1/1	Provincial Board
	540/1/2	Regional Boards or Councils
	540/1/3	Program Materials
	540/1/4	Manitoba CGIT Camps
	540/1/5	Legal and Financial CGIT Records
	540/1/6	Photographs, Slides and Multi-media
541 /1		Student Christian Movement (SCM)
	541/1/1	Manitoba Student Christian Movement
	541/1/2	Manitoba Student Christian Movement General Secretary
	541/1/3	Manitoba Student Christian Movement Advisory Board

Documentation Digitization

Relevant items in this fonds related to Indian Residential Schools are included in the United Church of Canada Archives Winnipeg 2014 Index of IRS Related Records (available at UCCArchivesWinnipeg.ca) and were digitized for submission to the Truth and Reconciliation Commission. For more information contact the Keeper of the Archives.

Restriction on Access

Some restrictions on access, see series descriptions.

Accruals

Further accruals are expected.

This document was amended in November 2014.