

ARCHIVES OF THE ANGLICAN DIOCESE OF NEW WESTMINSTER

PARISH RECORDS INVENTORY

10.08

St. Helen, Surrey

[Microfilm info added: April 1, 2004.]

[Updated: September 2, 2002]

<u>Box / File</u>	<u>Item</u>	<u>Dates</u>	<u>/ Accn. #</u>
-------------------	-------------	--------------	------------------

***** Records for a parish MAY appear under any or all of the following series headings.
The heading will not appear in the Inventory where no parish records for it are on deposit
in the Archives.

Series 1/ CONSECRATIONS / DEDICATIONS / INCORPORATIONS, ETC.

Series 2/ VITAL STATISTICS RECORDS *[Baptisms, Confirmations, Banns of Marriage, Marriages, Burials]*

Series 3/ SERVICE REGISTERS

Series 4/ VESTRY RECORDS

4A) Minutes / Reports:

4B) Finance:

4C) Property / Buildings / Equipment:

4D) Trustees Records:

Series 5/ CHURCH COMMITTEE RECORDS

5A) Minutes / Reports:

5B) Correspondence:

5C) Sub-Committees:

5D) Church Office Files:

Series 6/ INCORPORATED BODIES WITHIN THE PARISH

Series 7/ CLERGY / WORSHIP RECORDS

7A) Clergy: *material by / about parish clergy*

7B) Worship: *may include Altar Guild, choir, pew leaflets, service orders, Worship Committee*

Series 8/ PARISH GROUPS / ORGANIZATIONS

Series 9/ PARISH PUBLICATIONS / PUBLICITY

Series 10/ SPECIAL EVENTS / HISTORICAL MATERIAL / DONORS

10A) Special Events:

10B) Historical:

10C) Donors:

Series 11/ NON-TEXTUAL RECORDS

11A) Architectural Plans:

11B) Photographs:

11C) Microfilm Reels:

11D) Other:

Box / File	Item	Dates	/ Accn. #
------------	------	-------	-----------

Series 1/ CONSECRATIONS / DEDICATIONS / INCORPORATIONS, ETC.

D 935 14.3 Parish Incorporation (Boundaries) [This file is numbered & titled as received.]

Series 2/ VITAL STATISTICS RECORDS [Baptisms, Confirmations, Banns of Marriage, Marriages, Burials]

D 936 17.1 File re: Registers – Baptisms, Burials, Confirmations, Funerals, Marriages

Even though boxes 932 & 1086 are in Trinity 352 please use microfilm.

D 932 --	<u>PARISH REGISTER</u>	<i>Reel: DNW 161</i>	1911-1946	/ D997-26
	Baptisms 1912-1944			
	Confirmations 1915-1943			
	Marriages 1911-1941			
	Burials 1914-1946			
D 932 --	<u>PARISH REGISTER</u>	<i>Reel: DNW 161</i>	1941-1966	/ D997-26
	Baptisms 1945-1954			
	Confirmations 1949-1963			
	Marriages 1941-1960			
	Burials 1946-1966			
D 932 --	X 2 Baptismal Registers	<i>Reel: DNW 161</i>	1954-1961	/ D997-26
D 932 --	X 2 Baptismal Registers	<i>Reel: DNW 160</i>	1961-1987	/ D997-26
D 1086 --	X 1 Baptismal Register	<i>Reel: DNW 160</i>	1987-1999	/ D2002-10
D 1086 --	X 1 Confirmation Register	<i>Reel: DNW 160</i>	1964-1999	/ D2002-10
D 932 --	X 2 Banns of Marriage Registers	<i>Reel: DNW 160</i>	1965-1988	/ D997-2
D 932 --	X 2 Church Marriage Registers	<i>Reel: DNW 160</i>	1960-1968, 1984-1988	/ D997-26
D 932 --	X 1 Church Marriage Register	<i>Reel: DNW 159</i>	1988-1992	/ D997-26
D 1086 --	X 1 Church Marriage Register	<i>Reel: DNW 159</i>	1992-1999	/ D2002-10
D 933 --	X 13 Civil Marriage Registers		1965-1985	/ D997-26
D 932 --	X 1 Burial Register [Includes Memorial Garden Plot Plan]	<i>Reel: DNW 159</i>	1966-1994	/ D997-26
D 1086 --	X 1 Burial register	<i>Reel: DNW 159</i>	1994-1999	/ D2002-10

Series 3/ SERVICE REGISTERS

D 930 / 1	1 st Register [front cover off of register]	1911-1930	/ D997-26
D 930 / 2	2 nd Register [front & back covers off of register]	1930-1939	/ D997-26
D 930 / 3	3 rd Register [front cover off of register]	1939-1973	/ D997-26

Series 4/ VESTRY RECORDS

The following file is numbered & titled as received:

D 934	5.6.1	Parishioners – Church Directories/ Members
D 935	4.5.1	Parish Mission – St. Oswalds, St. Aidans
D 935	14.5.2	Parish Missions – St. James (Van), Redeemer (Cloverdale), Latimer Heights, St. Thomas
D 936	14.7.1	Parish Profile [1993]
D 936 / 1		Annual Returns to synod (Parish Statistics)
D 936	20.1	Vestry – Annual Meetings & Special
D 936	20.2	Vestry – Special Meetings

Box / File	Item	Dates	/ Accn. #
Series 4/ Vestry Records (cont.)			
4A)	Minutes / Reports: (cont.)		
D 930 / 4	Minute Book	1911-1954, 1959-1962, 1965	/ D997-26
D 930 / 5	Annual minutes -loose from minute book	1956-1959	/ D997-26
D 930 / 6	Annual minutes -loose from minute book	1963-1965	/ D997-26
D 930 / 7	Annual minutes [with Church Committee minutes]	1967-1970	/ D997-26
D 930 / 9	Annual minutes [with Church Committee minutes]	1971-1975	/ D997-26
D 930 / 8	Annual minutes [with Church Committee minutes]	1976-1977, 1979	/ D997-26
D 930 / 10	Annual minutes [with Church committee minutes]	1978	/ D997-26
D 930 / 11	Annual minutes [with church Committee minutes]	1982	/ D997-26
D 931 / 1	Reports [with correspondence, finances, lists, etc.]	1956-1958	/ D997-26
D 930 / 17	Minutes & Reports	1987-1989	/ D997-26
D 930 / 18	Minutes & Reports	1989-1995	
D 930 / 12	Reports. Financial statements	1944, 1951-1959	/ D997-26
D 930 / 13	Reports	1960-1969	/ D997-26
D 930 / 14	Reports	1970-1974, 1976-1977	/ D997-26
D 930 / 15	Reports [sketchy]	1970-1975	/ D997-26
D 930 / 16	Reports	1981-1986	/ D997-26

4B) Finance:

D 937 --	X 3	Account Books	1911-1939, 1964-1970, 1977-1979	/ D997-26
----------	-----	---------------	---------------------------------	-----------

The following files are numbered & titled as received:

D 935	10.2.1	Tax Compensation
D 936	19.1	Treasurer
D 936	19.1.1	Treasurer's Reports 1991
D 936	19.1.2	Treasurer's Reports 1992

D 936 / 3	Financial Statements – Year end	1972-1975	/ D997-26
-----------	---------------------------------	-----------	-----------

4C) Property / Buildings / Equipment:

D 937 / 9	Historical notes	various	/ D999-17
D 935 / 1	Restoration / Heritage Trust		
D 936 / 2	Heritage Inventory		
D 937 / 9	Heritage Inventory forms	1991	/ D991-37

The following files are numbered & titled as received. Many files contain photos.

D 936	2.1	Heritage Inventory [copy, fushia 3 ring binder]
D 934	2.1	Architectural Inventories – 1990, 1991
D 934	4.1	Artifacts
D 934	6.1	Buildings – Church – Photos
D 934	6.2	Buildings – Rectory Photos
D 934	6.3	Buildings – Hall – Photos
D 934	6.4	Buildings – Insurance Inventories
D 935	14.2	Parish BUS
D 935		3 ring binder Catalogue of Silver
D 934	6.5	Cemetary (sic)
D 934	9.2	CHURCH – Maintenance / Development
D 934	9.3	DIRECTORY – Maintenance/Development
D 934	9.1	GROUND – Maintenance / Development
D 934	9.4	HALL – Maintenance / Development
D 934	9.5	New Hall - Planning
D 935	10.1	Heritage B.C. Grants
D 935	10.2	Heritage Designation By-Laws

4C) Property / Buildings / Equipment: (cont.)

The following files are numbered & titled as received. Many files contain photos.

D 935	10.3	Heritage – Surrey Committee		
D 935	10.4	Heritage Tours [of St. Helen's buildings]		
D 937 / 9		Report on Summer Tours	1991	/ D991-52]
D 935	12.1	MEMORIALS – 50 th Anniversary Window	1961	
D 935	12.2	MEMORIALS – Pawson Window	1964	
D 935	12.3.2	MEMORIALS – Other		
D 935	12.4	MEMORIALS – Starr Organ		
D 936	16.1	PROPERTIES		

4D) Trustees Records:

D 930 / 7	Minutes [with Annual & Church Committee]	1968	/ D997-26
D 934	The following file is numbered & titled as received:		
	5.5 Biographies - Wardens		

Series 5/ CHURCH COMMITTEE RECORDS

5A) Minutes / Reports:

D 931 --	Minute Book	1940-1946	/ D997-26
D 931 / 2	Minutes	1955-1959	/ D997-26
D 931 --	Minute Book [with Annual minutes 1966]	1959-1966	/ D997-26
D 930 / 7-11	Minutes [with Annual Minutes]	1966-1983	/ D997-26
D 931 / 3-10	Minutes	1985-1994	/ D997-26
D 931 / 11	Minutes [with membership lists, 1963-1993] 1985 (1)	1994-1995	/ D997-26

5B) Correspondence:

D 931 --	termed "Day letters"	1987-1993	/ D997-26
D 931/ 13-14	not labelled, contains correspondence, reports, etc,		/ D997-26
D 931 / 14	Annual Reports		
D 931 / 13	Church Committee, Mission & Outreach Committee Parish Lists [1990, 1992]		

Series 7/ CLERGY / WORSHIP RECORDS

7A) Clergy: *records by / about parish clergy*

D 931 / 12	"Sermon material 1950's-1960's" [mainly newspapers]	1950'-1970's	/ D997-26
D 937 / 11	"Rectors, Institutions and Inductions" [various info re: Hatfield, Holmes, Atkinson, Powell, & layman Pawson]		
D 934	5.4 Biographies – Rectors [This file is numbered & titled as received]		

7B) Worship:

D 937 / 9	History of Choir, Hollis's music ministry		/ D2000-18
D 956 / 1 to 8	Pew Bulletins	1956-1980	/ D997-26
D 957 / 1 to 7	Pew Bulletins [incomplete: April 1983-1986]	1981-1992	/ D997-26
D 958 / 1 to 3	Pew Bulletins	1993-1995	/ D997-26
D 936 15.1	Pew Bulletins	1956, 1960's	/ D997-26
D 937 / 10	Pew Bulletins: 2 cop.	April 13, 1975	/ D999-17
D 936 20.4	Vestry – Services: Special Occasions		

Series 8/ PARISH GROUPS / ORGANIZATIONS

The following files are numbered & titled as received:

D 935	14.1	Parish Activities	
D 935	14.6.1	Parish Organizations – ACW	
D 935	14.6.2	Parish Organizations – Altar Guild	
D 935	14.6.3	Parish Organizations - Choirs	
D 935	14.6.3.1	Parish Organization – Choir Music	

D 935	14.6.4	Parish Organizations – Church School
D 935	14.6.5	Parish Organizations – Guides
D 935	14.6.6	Parish Organizations – Pensioners
D 935	14.6.7	Parish Organizations – Pre School [West Whalley parent Participation PreSchool]
D 935	14.6.8	Parish Organizations – Scouts
D 935	14.6.9	Parish Organizations – AYPAs, Little Helpers, Youth
D 935	14.6.10	Parish Organizations – Mens Club
D 935	14.6.11	Parish Organizations – Job Descriptions
D 935	14.6.11.1	Parish Organizations – Contracts
D 935	14.6.12	Parish Organizations – Lay Admin., Servers, Sides Persons, etc.

WOMENS' GROUPS

<u>St. Helen's Guild</u>			
D 937 / 13	X 4 Minute (1-1953), finances, member lists [1953-56]	1950-1961	/ D997-26
<u>Women's Auxiliary (WA) / Anglican Church Women (ACW)</u>			
D 937 / 9	Notes re W.A. meetings	1962	/ D991-52
D 937 / 1	W.A. Minute Books X 2	1912-1922	/ D997-26
D 937 / 2	W.A. Minute Books X 2	1923-1932	/ D997-26
D 937 --	W.A. Minute Book: includes Annual minutes 1935-1940	1932-1941	/ D997-26
D 937 --	W.A. Minute Book	1941-1950	/ D997-26
D 937 / 1	W.A. Register of Members [in Minute Book 1912-1915]	1912-1915	/ D997-26
D 937 --	W.A. Register of Members Book	1915-1950	/ D997-26
D 937 --	W.A. Tea Guest List [in Treasurer's Book 1956-1962]	1972	/ D997-26
D 937 --	W.A. Treasurer's Book	1912-1931	/ D997-26
D 937 --	W.A. Treasurer's Book	1931-1949	/ D997-26
D 937 --	W.A. Treasurer's Book [includes Guest List 1972]	1956-1962	/ D997-26
D 937 --	A.C.W. Afternoon Branch Minute Book	1973-1982	/ D997-26
D 937 --	W.A./A.C.W. Afternoon Branch Treasurer's Book	1963-1984	/ D937-26
D 937 / 3	A.C.W. Baptisms Records X 2 [for Little Helpers]	1978-1986	/ D937-26
D 937 / 4	W.A. Junior Branch – Minutes & Reports	1935-1933	/ D997-26
D 937 / 5	"ACW Early Info & History"		/ D997-26
D 937 / 6	"WA Biographical / Photos		/ D997-26
D 937 / 7	"ACW Receipts & Bills / Treasurer		/ D997-26
D 937 / 8	"ACW Correspondence"		/ D997-26

Series 9/ PARISH PUBLICATIONS / PUBLICITY

The following 2 files are numbered & titled as received:

D 935	14.4.1	Parish Publications – St. Helens Magazine [copy]	1933
D 935	14.4.5	Parish Publications - Advertising	

Series 9/ PARISH PUBLICATIONS / PUBLICITY (cont.)

D 959 / 6	<i>St. Helen's Magazine</i>	June 1933	/ D997-26
D 937 / 14	<i>The Parish Observer</i> [newspaper] 11 issues	1940-1941	/ D999-17
D 959 / 1	<i>The Parish Observer</i> Vol. 1: 1-14, Vol. 2: 1	June 1940-June 1941	/ D997-26
D 937 / 10	<i>The Chimes</i> [newsletter] 6 issues	1953-1955	/ D999-17
	1953: no month, Nov.		
	1954: February, no month		
	1955: May, December		
D 959 / 2	<i>The Chimes</i> by The Rev. Hatfield	April 1953-Feb. 1957	/ D997-26
D 959 / 2	<i>The Chimes</i> [9 issues]	Nov. 1961-Lent 1967	
D 959 / 3	<i>The Bells of St. Helen's</i>	1967-1972	/ D997-26
D 959 / 4	<i>The Bells of St. Helen's</i>	1973-1979	/ D997-26
D 959 / 5	<i>The Bells of St. Helen's</i> [1985, 1986 – 1 issue each]	1980-1986	/ D997-26
D 959 / 6	<i>The Bells of St. Helen's</i> [incomplete]	1985 (1), 1992 (1), 1993 (2)	/ D997-26

Series 10/ SPECIAL EVENTS / HISTORICAL MATERIAL / DONORS

10A) Special Events:

The following files are numbered & titled as received:

D 934	1.1	ANNIVERSARY: 50 th - 1961
D 934	1.2	ANNIVERSARY: 60 th – 1971
D 934	1.3	ANNIVERSARY: 75 th – 1986
D 934	1.4	ANNIVERSARY: 85 th – [1996]

10B) Historical Material:

D 937 / 10	Poem "Whispering Shadow" by John Pearson	/ D999-17
D 937 / 11	Bio. Info [sketchy] re: clergy - Hatfield, Holmes, Atkinson & Powell & layman Pawson	/ D999-17
D 937 / 12	Newspaper clippings	1960's / D999-17
D 937 / 9	<i>The History of the St. Helen's Choir</i> [199?] and <i>TEAM MUSIC MINISTRY 1978-1992</i> Robert & Maureen Hollis	1992, 199? / D2000-18
D 1086 --	Guest Book	1994-2001 / D2002-10

The following files are numbered & titled as received:

D 934	5.1	Biography - Architect – FRANK W. MACEY	
D 934	5.2	Biography – Benefactor – WALTER W. WALKER	
D 934	5.3	Biography – Builder – JAMES H. WATSON	
D 934	5.3.1	Biographies – Builder: Day books	
D 934	5.4	Biographies – Rectors	
D 934	5.5	Biographies – Wardens	
D 934	5.6	Biographies - Parishioners	
D 934	5.6.2	Stories – Poems [written by/about parish& parishioners]	/ D997-26
D 934		at back Historical notes & photographs	
D 935	11.1	History Book – 1986 Proposal	
D 935	11.2	Histories & Historical Notes	
D 935	11.3	Histories – other parishes	

Historical information / pictures about the church from various sources, each designated 13.1

D 935	13.1	1910-1920	1941-1950	1971-1980
		1921-1930	1951-1960	1981-1990
		1931-1940	1961-1970	1991-2000

Historical information / pictures about the church from various sources, each designated 13.1 (cont.)

D 936	18.1	St. Helena [Feast Day, etc.]
-------	------	------------------------------

D 936	X 3	Visitors' Books:	5.7.1	#1	1940-1986
			5.7.2	#2	1986-1989
			5.7.3	#3	1989-1994 [See Box 1086 for 1994-2001]

Series 11/ NON-TEXTUAL RECORDS

11A) Architectural Plans: AD125 & AD204

11B) Photographs: There are photos throughout this accession.
[When ready to process photos, check EACH folder.]

The following files are numbered & titled as received:

D 934	6.1	Buildings – Church – Photos
D 934	6.2	Buildings – Rectory Photos
D 934	6.3	Buildings – Hall – Photos

D 936	Many photos & slides
-------	----------------------

Large framed photo of: [inscription, on back, as follows]

"The Lord Bishop of London (England) – Arthur Foley Winnington-Ingram
 Attended Evensong & Preached at St. Helen's Church, September 5, 1926 Trinity XIV"
 [225 present, see St. Helen's Vestry Book]

In large map cabinet, bottom drawer: oversized copy: inscription, on back, as follows:

"Concept Plan 1956/7 St. Helen's New hall Surrey, Rev. D. Hatfield"

11C) Microfilm Reels: DNW 159; DNW 160; DNW 161