

ARCHIVES OF THE ANGLICAN DIOCESE OF NEW WESTMINSTER

PARISH RECORDS INVENTORY

07.04

ST. MONICA, WEST VANCOUVER [Microfilm info added: Dec. 8, 2003] [Updated: September 4, 2002]

| Box / File | Item | Dates | / Accn. # |
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***** 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, etc.
- 4B) Finance
- 4C) Property / Buildings / Equipment
- 4D) Trustees Records

Series 5/ CHURCH COMMITTEE RECORDS

- 5A) Minutes and 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

Series 8/ PARISH GROUPS / ORGANIZATIONS

Series 9/ PARISH PUBLICATIONS / PUBLICITY

Series 10/ SPECIAL EVENTS / HISTORICAL MATERIAL / DONORS

- 10A) Special Events
- 10B) Historical Material
- 10C) Donors

Series 11/ NON-TEXTUAL RECORDS

- 11A) Architectural Plans
- 11B) Photographs
- 11C) Microfilm Reels
- 11D) Other

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| Series 1/ CONSECRATIONS / DEDICATIONS / INCORPORATIONS | | | |
| D 519 / 1 | Consecration of Church leaflet, May 4 | 1978 | / D999-43 |
| D 519 / 1 | Dedication Leaflet – New Church, July 10 | 1960 | / 674 |

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

Box DNW 519 is in storage. Please use microfilm.

| | | | | |
|----------|----------------------------|----------------------|-----------|-----------|
| D 519 -- | Baptismal Register | <i>Reel: DNW 147</i> | 1951-1978 | / D992-19 |
| D 519 -- | Confirmation Register | <i>Reel: DNW 147</i> | 1953-1991 | / D992-19 |
| D 519 -- | Banns of Marriage Register | <i>Reel: DNW 147</i> | 1957-1971 | / D992-19 |
| D 525 -- | Civil Marriage Register | | 1951-1976 | / D992-19 |
| D 524 -- | Civil Marriage Register | | 1977-1984 | / D992-19 |

Series 3/ SERVICE REGISTERS

| | | | | |
|----------|-----|----------------------|-----------|-----------|
| D 519 -- | X 3 | <i>Reel: DNW 147</i> | 1951-1987 | / D992-19 |
|----------|-----|----------------------|-----------|-----------|

Series 4 VESTRY RECORDS

With St. Matthew's United Church

| | | | | |
|------------|---|--|---------------|-----------|
| D 968 / 8 | Correspondence | | 1972-1984 | / D992-19 |
| D 968 / 7 | Reports, Memoranda, background information, etc. | | 1970's & 80's | / D992-19 |
| D 968 / 9 | Re transfer of monies from St Matthew to St. Monica | | 1984 | / D996-19 |
| D 968 / 10 | Newsclippings, printed material | | 1973-1975 | / D992-19 |

4A) Minutes / Reports

| | | | | |
|-----------|---|---------------------------------|-----------------|-----------|
| D 526 / 7 | Re: union with St. Matthew United | | 1973 | / D991-25 |
| D 526 / 8 | Amalgamation discussions with St. Matthew United | | 1970-1973 | / D991-25 |
| D 526 -- | <i>Plan of Union, The Principles of Union Between the Anglican Church of Canada & the United Church of Canada</i> | | ca 1965, 1973 | / D991-25 |
| D 967 / 8 | Organisational structures, procedures, Parish Council job descriptions, etc. | | ca.1987-1988 | / D992-19 |
| D 968 / 1 | Annual Parish Returns to the Diocese [Parish "stats"] : Financial 1969, 1972, 1976-78, 1981-86 : Parochial 1971-73, 1976-77, 1980-81, 1984-88 | | 1969-1988 | / D992-19 |
| D 968 / 5 | Parish Lists | 1971, 1974, 1978, 1980-82, 1984 | | / D992-19 |
| D 968 / 5 | Parish Council membership lists (7) | | 1970's & 1980's | / D992-19 |
| D 520 -- | Minutes [black scribbler] | | 1952-1957 | / D991-25 |
| D 520 -- | Minutes [large black hard-cover book] no 1965 | | 1958-1977 | / D991-25 |
| D 968 / 2 | Minutes [1973 only] & Reports | | 1973-1979 | / D992-19 |
| D 521 / 0 | Reports & financial material | presented to Vestry | 1978 | / D991-25 |
| D 521 / 1 | Reports & financial material | presented to Vestry | 1979 | / D992-19 |
| D 521 / 1 | Minutes | presented to Vestry | 1980 | / D992-19 |
| D 521 / 2 | Reports & financial | presented to Vestry | 1981 | / D992-19 |
| D 521 / 3 | Minutes & Reports | presented to Vestry | 1982 | / D992-19 |
| D 521 / 4 | Minutes & Reports | presented to Vestry | 1983-1984 | / D992-19 |
| D 521 / 5 | Minutes & Reports | presented to Vestry | 1985-1986 | / D992-19 |
| D 968 / 3 | Minutes [1986, 1988, 1990 (2)] & Reports | presented to Vestry | 1987-1990 | / D99219 |

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| Series 4 VESTRY RECORDS (cont.) | | | |
| 4B) | Finance | | |
| D 968 / 6 | Administration & Finance Committee - minutes : Business & Administration Committee – June 1979, Oct./Dec. 1980, - March/Oct. 1981, Aug./Nov./Dec. 1982 : Finance Committee - Jan 1977, Sept. 1978 | July 1983 | / S992-19 |
| D 525 / 9 | Church Committee Treasurer's Monthly Reports | 1955-1960 | / D992-19 |
| D 967 / 7 | Correspondence – re finances | 1983-1988 | / D992-19 |
| D 967 / 6 | Correspondence – Treasurer, Insull | 1985-1988 | / D992-19 |
| D 526 / 2 | Docket – Reports, Papers and Audited Statements of Account... | 1959 | / D992-19 |
| D 526 / 6 | Coast Capilano Sector Plan | 1959 | / D991-25 |
| D 967 / 5 | Every Member Visitation | 1986 | / D992-19 |
| D 967 / 2 | Financial records – includes some audited statements | 1970's | / D992-19 |
| D 967 / 3 | Financial records – includes some audited statements | 1980's | / D992-19 |
| D 967 / 4 | Stewards in Action [Treasurer Insull] | 1988-1989 | / D992-19 |
| D 967 / 6 | Treasurer's correspondence [Insull] | 1985-1988 | / D992-19 |
| 4C) | Property / Buildings / Equipment | | |
| D 521 / 17 | Info re purchase of Allen organ – 1980 | 1980-1981 | / D999-43 |
| D 967 / 9 | Re: Building project various dates | 1950's-1980's | / D992-19 |
| D 526 / 3 | Church Committee Building file | 1958-1959 | / D992-19 |
| D 519 / 1 | Memorandum re possible purchase of adjoining lot | 1953 | / D999-43 |
| D 524 / 1a-1b | Use of property – with St. Matthew United | 1973-1978 | / D991-25 |
| Series 5/ CHURCH COMMITTEE RECORDS | | | |
| 5A) | Minutes and Reports | | |
| D 968 / 5 | Parish Council membership lists (7) | 1970's & 1980's | / D992-19 |
| D 520 -- | Minutes [black scribbler] | 1951-1953 | / D991-25 |
| D 521 / 6-10 | Minutes | 1954-1963 | / D992-19 |
| D 521 / 11-15 | Minutes & Correspondence | 1965-1971 | / D991-25 |
| D 522 / 1-2 | Minutes & Correspondence ["Parish Council" Sept. 1973] | 1972-1973 | / D991-25 |
| D 522-3-6 | Parish Council – minutes | 1974-1977 | / D991-25 |
| D 522 / 7 | Parish Council – minutes [with Annual minutes, 1978] | 1978 | / D991-25 |
| D 524 / 1 | "Reports & correspondence" | 1977-1978 | / D991-25 |
| D 522 / 8-10 | Parish Council – minutes [1980 -2 meetings only] | 1979-1981 | / D992-19 |
| D 968 / 4 | Parish Council Minutes & related material - as collected by member/ Council | 1980-1981 | / D996-19 |
| | D 522 / 11-15 Parish Council – minutes & correspondence | 1982-1986 | / D992-19 |
| D 526 / 5 | To Honourary Secretary [with Par.C. minutes Aug3/86] | 1983-1986 | / D992-19 |
| D 523 / 1-4 | Parish Council – minutes | 1987-1991 | / D992-19 |
| 5B) | Correspondence | | |
| D 523 / 9-11 | Parish Correspondence | 1958-1964 | / D991-25 |
| D 524 / 1 | "Reports & correspondence" | 1977-1978 | / D991-25 |
| | <u>Parish Secretary – F.C. Bell – "Secretary's Fyles"</u> | | |
| D 526 / 3 | Church Committee Building file | 1958-1959 | / D992-19 |
| D 525 / 6-7 | Church Committee General Fyle [Discontinued] | 1953-1960 | / D992-19 |
| D 525 / 9 | Church Committee - Treasurer's Monthly Reports | 1955-1960 | / D992-19 |
| D 526 / 6 | Coast Capilano Sector Plan | 1959 | / D991-25 |

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| Series 5/ | CHURCH COMMITTEE RECORDS (cont.) | | |
| 5B) | Correspondence (cont.) | | |
| | Parish Secretary – F.C. Bell – “Secretary’s Fyles” (cont.) | | |
| D 525 / 10 | Correspondence | 1956-1960 | / D992-19 |
| D 526 / 2 | Docket – Reports, Papers and Audited Statements of Account | 1959 | / D992-19 |
| D 525 / 4 | Electoral Roll, also Parish Lists | 1954-1966, 1971, 1983-1984 | / D991-25 |
| D 525 / 4 | Gleneagles Playschool Association | 1952-1957 | / D992-19 |
| D 525 / 3 | Loose material – not labelled | various | / D992-19 |
| D 525 / 5 | Re Synod Relations | 1953-1960 | / D992-19 |
| D 525 / 8 | Secretary’s file - Vestry file | 1955-1960 | / D992-19 |
| D 526 / 1 | Secretary’s file – Reports of Parochial Organizations | 1954-1958 | / D992-19 |
| D 526 / 5 | To Honourary Secretary [with Par.C. minutes Aug3/86] | 1983-1986 | / D992-19 |

5C) Sub-Committees

| | | | |
|--------------|---|-----------|-----------|
| D 968 / 6 | Administration & Finance Committee - minutes : Business & Administration Committee – June 1979, Oct./Dec. 1980, March/Oct. 1981, Aug./Nov./Dec. 1982 : Finance Committee - Jan 1977, Sept. 1978 : Management Committee - Jan./Nov. 1981 : Men’s Group Luncheon Meetings - 1985 : Newsletter – Editor’s Job Description & Church Magazine distribution - nd. | July 1983 | / S992-19 |
| D 523 / 4a-8 | Programme Committee – minutes [no 1980] | 1978-1986 | / D992-19 |

Series 7/ CLERGY / WORSHIP RECORDS**7A) Clergy:** material by &/or about parish clergy

| | | | |
|-----------|--------------------------------------|-----------|-----------|
| D 526 / 9 | Ordination of Dorothy Baker [Deacon] | 1981 | / D992-19 |
| D 967 / 1 | Re: Curate – Jackson RESTRICTED | 1985-1988 | / D992-19 |

The Rev. John Robertson

| | | | |
|------------|-------------------------|------------------------|-----------|
| D 526 / 13 | Letters to parishioners | 1980-1985 | / D992-19 |
| D 968 / 16 | Clergy correspondence | 1977, 1980-81, 1985-88 | / D992-19 |
| D 526 / 9 | Last service | 1988 | / D991-25 |

The following clergy files contain a variety of material relating to parish activities, financial matters, committees, etc. as collected by The Rev. John Robertson.

| | | | |
|--------------|--------------|-----------|-----------|
| D968 / 11-15 | Clergy files | 1979-1984 | / D992-19 |
|--------------|--------------|-----------|-----------|

7B) Worship

| | | | |
|--------------|---|-----------|-----------|
| D 527 / 4 | Pew leaflets- Ordination of Curates, Memorial Services for parishioners | 1971-1986 | / D991-25 |
| D 527 / 1 | Pew leaflets – Special Events | 1954-1959 | / D991-25 |
| D 527 / 3 | Pew leaflets – Special Events | 1960-1990 | / D991-25 |
| D 527 / 2 | Pew leaflets – Special Events May to May | 1970-1983 | / D991-25 |
| D 527 / 5-13 | Pew leaflets | 1980-1988 | / D992-19 |
| D 527 / 14 | Pew leaflets – misc., with worship resources, Altar Guild & Server’s lists, lectionaries, etc. | various | / D992-19 |

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Series 8/ PARISH GROUPS / ORGANIZATIONS

| | | | |
|------------|--|---------|-------------|
| D 967 / 10 | Lists – Church School, Youth Group, Sidesmen members | various | / D967 / 19 |
|------------|--|---------|-------------|

WOMEN'S GROUPS

| | | | |
|-------------|---|-----------|-----------|
| D 524 / 3 | "Whytecliff Anglican Women's Guild" – minute book | 1941-1947 | / D991-25 |
| D 525 / 1-2 | St. Monica's Women's Guild – minutes | 1962-1968 | / D992-19 |
| D 525 -- | Guild – president's [or secretary's] note book | 1965-1967 | / D991-25 |

Financial Records – with St. Matthew's United Church

| | | | |
|-----------|--|-----------|-----------|
| D 505A -- | St. Matthew's United Church Women's Auxiliary – | 1961-1970 | / D992-19 |
| | : Afternoon Group | 1961-1962 | |
| | : Caroline Wilkie Circle - with dues & donations | 1963-1970 | |
| | St. Monica's Church Women | 1976-1987 | / D992-19 |
| | : "Collections" | 1978-1986 | |
| | : "Voluntary Envelope Donations" | 1963-1977 | |
| | : Annual Financial Reports | 1981-1987 | |

Series 9/ PARISH PUBLICATIONS / PUBLICITY

| | | | |
|------------|--|-----------|-----------|
| D 526 / 10 | Newsletters, various other parish communications | 1967-1989 | / D992-19 |
| D 526 / 11 | <i>st. monica reports</i> – newsletter | 1971-1983 | / D992-25 |
| D 526 / 12 | <i>st. monica reports</i> – newsletter | 1984-1990 | / D992-25 |
| D 526 / 12 | <i>St. Monica's Social Notes / St. Monica's Monitor</i> (4 issues) | 1984-85 | / D992-19 |

Series 10/ SPECIAL EVENTS / HISTORICAL MATERIAL / DONORS**10B) Historical Material**

| | | | |
|------------|--|-----------|-----------|
| D 521 / 16 | Newspaper Clippings | various | / D999-43 |
| D 526 -- | <i>The Manual</i> United Church of Canada | 1971 ed. | / D992-19 |
| D 505A -- | A parish history by Mrs. F.C. Bell [Morcella] | 1991 | / D992-19 |
| D 505A -- | <i>In Remembrance</i> – memorial gifts presented to St. Monica | 1941-1977 | / D992-19 |
| D967 / 10 | "previous history" | various | / D992-19 |

Series 11/ NON-TEXTUAL RECORDS**11A) Architectural Plans** AD044 & AD045**11B Microfilm Reels:** DNW # 147

N.B.: Photos & plans / drawings to be processed.

ARCHIVES OF THE ANGLICAN DIOCESE OF NEW WESTMINSTER

PARISH RECORDS INVENTORY

07.04 **ST. MONICA, WEST VANCOUVER** [Microfilm info added: Dec. 8, 2003] [Updated: September 4, 2002]

St. Monica Anglican & St. Matthew's United – SHARED PARISH

- 1968 Talks started about amalgamation
- 1972-1973 Final talks.
March 25, 1973 - Motions approved by Vancouver-Burrard Presbytery to have a
formal union. [see file D968 / 8]
- January 1, 1973** Formal union into one parish [see D968 / 8]
 Seems to have worked well for a few years, no United
 Church minister ever appointed.
- 1984 A share of the proceeds of the sale of St. Matthews property paid to St. Monica's -
 \$39,960.68 [see D968 / 9]
- 1988 John Robertson left, which seemed to have an affect on the congregation.
- 1988-1998 After having a Deacon Assistant, several part-time interim priests-in-charge have served the
 parish, but no full-time permanent incumbent.
- 1989-1991 Financial position deteriorated. [see reports D523 / 3.]
 From 1988 to 1991 attendance & identifiable givers decreased by nearly 40%
 [see Final Report Phase II, Dec. 1, 1999 – blue sheets, D913 / 6]
- 1994 St. Monica's ceased to be mentioned as a shared parish in the United Church Year Book.
 Did not find any formal cancellation of the shared arrangement within the St. Monica's or
 diocesan records in the Archives.
 St. Monica to Feb. 1991
 Diocese to 1994